

# National Kaohsiung University of Hospitality and Tourism

## Student Registration and Registration Leave Request Implementation Guideline

### 註冊及註冊請假實施要點

101 年 1 月 5 日 100 學年度第 1 學期臨時教務會議修正通過(修正§1、§2、§6)  
Amended and approved at the Extraordinary Academic Affairs Meeting held in first semester of the 2011 academic year on Jan 5, 2012.

#### 一、本要點依據本校學則訂定。

##### 1. The guideline has been promulgated in accordance with the school constitution.

二、學生應依行事曆規定日期到校辦理註冊手續。如因重病或特殊事故而檢具證明文件，於事前請假核准者，得延期註冊，至多以 2 星期為限。未經准假或超過准假日期而逾期未註冊者，新生取消入學資格，舊生如未申請休學者即令退學。

2. Students shall adhere to the administrative calendar specified data to call on the school to file for the registration formalities. In the event of critical illness or amid extraordinary incident complete with submitting proof of documentation, those having applying for a leave in advance may defer their registration, up to 2 weeks as the maximum. Whereas of those not approved of time or when failing to complete the registration exceeding the cutoff of the approved leave, new students would be revoked of their admission qualifications, while old students not applying for leave of absence would be ordered to withdraw.

三、因重病請假者，須檢附公立或區域以上醫院之證明；所謂「特殊事故」係指下列事項：

3. Those applying for time leave due to critical illness need to submit a certificate issue by a public or regional or higher hospital; the term “extraordinary incident” refers to the below listed matters:

(一) 因公核准有案者。

(1) Those having been approved for official business as retained on file.

(二) 僑生返回僑居地，因故無法按時返校者，應由家長以書面事前申請（於補行註冊時檢附入境證件）。

(2) Overseas Chinese students who return to their host countries but should be unable to promptly return to the school due to some reason, where the parents shall apply for time leave writing in advance (who are required to submit proof of arrival document when filing for the registration retroactively).

(三) 家庭遭受不可抗拒之天然（意外）災害，或直屬血親發生特殊意外事故時。

(3) At the time when a student's family encountering unforeseeable natural (accidental) incident, or whose direct blood relative(s) encountering extraordinary accidental incident.

(四) 本人結婚或遭受意外傷害，行動受限制時。

(4) The student per se is getting married or encountering accidental injury, with confined mobility.

四、新生註冊請假應以書面為之，並檢附證明文件，經註冊組簽核，由教務長核准。舊生註冊請假應依本校請假規則辦理。

4. New students applying for a time leave at registration shall do so in writing, and also submit proof of documentation, and following the registration and curriculum section's signature approval the dean of academic affairs is to approve it. Old students applying for a time leave at registration shall file a request per school time leave rules.

五、凡在規定註冊日期當天未完成註冊手續者，得於次日繼續補辦完成，如有特殊原因不能於次日完成者，應按本要點第一條規定辦理。

5. Those who are unable to complete the registration formalities on the very day of the registration may continue to complete it retroactively on the following day, and if unable to complete it on the following day due to extraordinary reason, it shall be processed per regulations set forth under article 1 of the guideline.

六、延修生及復學生之註冊，依學校行事曆規定時間辦理選課及註冊繳費。

6. Deferred matriculating students and reinstated students registering shall follow the school calendar-specified time to process the curriculum selection and registration fee remittance.

七、辦理助學貸款及學雜費減免者，應於註冊前依學務處承辦單位公佈受理時間及程序辦理。

7. Those filing for student loan and tuition/bursar fee reduction/exemption shall follow the academic affairs office processing unit-announced acceptance time and procedure to file for it prior to the registration.

八、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。

8. The guideline is implemented upon surpassing the review of the academic affairs meeting, and declared with the president for approval, and the same also applies to all subsequent amendments.