

National Kaohsiung University of Hospitality and Tourism

Regulations for Student Withdrawal Applications

學生退學申請要點

105 年 9 月 22 日 105 學年度第 1 學期臨時教務會議修正通過(修正§2)

Amended and approved by the provisional academic affairs conference of the 1st semester of the academic year of 2016, September 22, 2016 (amendment §2)

一、學生除依學則規定應予退學外，因其他事故申請退學，須繳交家長或監護人同意書及有關證明，至教務處辦理申請手續。

1. If a student is not required by the University's constitution to withdraw, and needs to apply for withdrawal for other reasons, that student needs to submit consent and relevant proof from their parents or guardians to the Academic Affairs Office to process their application.

二、自請退學學生應親自填妥退學申請單上各項資料，先經導師、系主任同意後，並親自會辦申請單上相關單位，再將該申請單送至教務處，經核准後，始向離校手續單上所載相關單位辦理離校手續，最後並將學生證繳回教務處，始完成退學手續。

2. A student applying for voluntary withdrawal shall personally provide all information required by the withdrawal application form. Then, after obtaining approval from instructors and department directors involved, that student shall complete all required procedures with all relevant units, as specified by the application form. Then, that application shall be submitted to the Registration and Curriculum Section. Then, if that application is approved, relevant units specified by the school departure form shall be contacted to proceed with school departure procedures. Finally, the student involved shall return their student identification to the Academic Affairs Office.

三、退學離校手續應於七天內辦妥，辦妥離校手續者，得申請修業證明書(此項證明書將逕寄申請者家中或於三個工作天後領取)；未辦妥退學離校手續者或在校肄業未滿一學期者，不核發任何證明。

3. Withdrawal and school departure procedures shall be completed within 7 days. Those who have completed the school departure procedure may apply for proof of academic credentials (the proof documentation can be mailed to the applicant's home or collected within 3 business days). Those who have not completed the withdrawal and school departure procedures or enrolled in the University for less than 1 semester cannot receive proof of academic credentials.

四、退學生應俟退學申請核准後始向總務處出納組辦理學雜費退費，並應檢附繳費收據正本。依教育部規定之退費標準如下：

4. After a student's withdrawal application is approved, they may apply for refunds of tuition and miscellaneous fees with the General Affairs Office's Cashier Section. They shall submit original receipts for this application. Refund standards, as defined by the Ministry of Education, are as follows:

- (一) 學生於註冊日(含)之前申請退學者，應免繳費；已收費者，全額退費。
- (1) Students applying for withdrawal on or before the registration date are exempt from paying the fees. Those who already paid fees shall be refunded 100% of fees that they have paid.
- (二) 學生於註冊日之次日起至正式上課日之前一日申請退學者，退還學費三分之二、雜費及其餘各費全額退還。
- (2) Students applying for withdrawal between the day after the registration date and the day before the official start date of classes shall be refunded 2/3 of tuition and 100% of miscellaneous and other remaining fees.
- (三) 學生於正式上課日 (含)之後，而未逾學期三分之一申請退學者，退還學雜費及其餘各費總和之三分之二。
- (3) Students applying for withdrawal on or after the official start date of classes but before reaching 1/3 of the semester's duration shall be refunded 2/3 of tuition and miscellaneous and other remaining fees.
- (四) 學生於正式上課日 (含)之後逾學期三分之一，而未逾學期三分之二申請退學者，退還學雜費及其餘各費總和之三分之一。
- (4) Students applying for withdrawal after 1/3 of the semester's duration has passed since the official start date of classes but before reaching 2/3 of the semester's duration shall be refunded 1/3 of tuition and miscellaneous and other remaining fees.
- (五) 學生於正式上課日 (含)之後逾學期三分之二申請退學者，所繳各費，均不予退還。
- (5) Students applying for withdrawal after 2/3 of the semester's duration has passed since the official start date of classes cannot receive any refunds.

上述各時段均依本校行事曆計算。

The aforementioned time periods shall be calculated according to the University's administrative calendar.

五、本要點經教務會議審議通過，陳請校長核定後實施，修正時亦同。

5. These regulations were passed by an academic affairs conference, and submitted to the president for approval. The same process is applied for amendments.