

國立高雄餐旅大學進修部新生註冊請假單
The leave application form for the late registration of new students

申請日期 Application Date : 年 year 月 month 日 date

姓名 Name		入 學 Academic Year	學年度
報到序號(學號) Student No.		所系科別 Department	
學 制 School Program	<input type="checkbox"/> 二專 College Education of 2 Years <input type="checkbox"/> 四技 Fourth Technical School <input type="checkbox"/> 二技 Second Technical School <input type="checkbox"/> 研究所 Institutes		
請假事由 Reasons			
證明文件 Supporting Documents	<input type="checkbox"/> 醫院證明 documents from the hospital <input type="checkbox"/> 其他證明文件 other documents :		
預定完成註冊時間 Expected registration date	年 Year 月 month 日 date		
聯絡地址 Address			
電 話 Phone		手 機 Cell Phone	
申請人簽章 Applicant Signature		法定代理人簽章 Legal representative signature	
完成註冊程序後 承辦人簽註	同學勿填寫		
承辦人 Contractor	進修教務組組長 Section Chief of Continuing Education Academic Affairs Section	教務長 Academic dean	

- 備註：1. 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，至多以二星期為限。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。(The students should handle enrollment formalities in line with the schedule of the university. The students should submit relevant document evidence if there are serious diseases or special occasions. Students approved to get leave can postpone the date for enrollment at most 2 weeks. In a situation where students have not received approval or have not enrolled beyond the duration of the leave, freshmen shall have their admission status canceled, and non-freshmen who have not applied for a leave of absence shall be considered as drop-outs.)
2. 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：(Students who apply for leave due to serious disease should submit documentary evidence from a public or community hospital. Below is the list of special circumstances)
- (1) 因公核准有案者。(Students with public approval.)
 - (2) 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。(For overseas Chinese students at their Chinese residence who cannot return to school on time, the parents should submit an application in written form.)
 - (3) 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。(Students should submit an application when the family suffers from unavoidable natural (accidental) disasters or special accidents occur to immediate family members.)
 - (4) 本人結婚或遭受意外傷害，行動受限制時。(Students should submit an application when they get married or trapped in accidental injuries with limited mobility.)
3. 未經准假而逾期七日以上，未完成註冊者，新生取消入學資格，舊生應予退學。