

# 國立臺灣師範大學

National Taiwan Normal University

## 自動退學申請暨離校手續單

Voluntary Withdrawal Application and School-leaving Procedure Form

## 退學離校手續單

Withdrawal and School-leaving Procedure Form

姓名 Name		學號 Student ID No.	<input type="checkbox"/> 是 Yes 為公費生 <input type="checkbox"/> 否 No State financed student
系所 Department/Institute		信箱 Email	
學制 Degree Level	<input type="checkbox"/> 學士班 Undergraduate <input type="checkbox"/> 碩士班 Master's <input type="checkbox"/> 博士班 PhD <input type="checkbox"/> 碩士在職專班 Continuing Education/In-service Master's Program	電話 Phone No.	
注意事項	<p>一、休學期間辦理自動退學者，(5)~(9)免會辦。 If you are already on leave from NTNU, when applying for voluntary withdrawal, you are not required to have signatures for fields 5-9.</p> <p>二、退學後不得申請學生團體保險理賠。 After withdrawing from NTNU, you may not apply for student group insurance.</p> <p>三、退學當學期若為住宿生，須於接奉核定通知後7日（境外生2週）內遷出宿舍。 If residing in a school dorm, in the semester of your withdrawal from NTNU, you are required to vacate your dorm within 7 days (2 weeks for international students) following the notification of the approval of your application for withdrawal.</p> <p>四、碩士在職班學生如需退還論文指導費，請另外填寫「論文指導費退還申請書」 In-service master's students who want their thesis guidance fees refunded should fill out the form "Application for Return of Thesis Guidance Fee."</p>		
<p><b>退學原因(限辦理自動退學離校者填寫)：</b> Reasons for Withdrawal (For those applying for voluntary withdrawal only)：</p> <p><input type="checkbox"/> 重考 Retaking university entrance exams <input type="checkbox"/> 轉學 Transfer <input type="checkbox"/> 志趣不合 Mismatch between interest and field of study <input type="checkbox"/> 適應不佳 Maladjustment <input type="checkbox"/> 出國進修 Study abroad <input type="checkbox"/> 工作 Work <input type="checkbox"/> 經濟困難 Economic hardship <input type="checkbox"/> 處理家務 Family matters <input type="checkbox"/> 健康因素 Health issues <input type="checkbox"/> 懷孕、分娩 Pregnancy or childbirth</p> <p>申請自 _____ 學年度 _____ 學期起退學。 I am applying to withdraw in the _____ semester of the _____ academic year.</p> <p>申請人簽章 Applicant's Signature : _____ 日期 (年/月/日) Date (yyyy/mm/dd) :</p> <p>本國未滿20歲者，另請家長簽章： _____ 日期 (年/月/日) Date (yyyy/mm/dd) : Parent Signature (for students under 20 years of age)</p> <p>退學函寄送地址： <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Address to which withdrawal confirmation letter will be mailed</p>			

各單位簽章	(1) 學術與生涯導師 或指導教授(公費生加 會師培處) Academic and career advisor or student advisor	(2) 系所辦公室 Department/Graduate Institute Office	(3) 系所主管 Department/Graduate Institute Director	(4) 專責導師/原住民學 生專責導師 (研究生免會) Student Counselor (Not required for graduate students)
	日期 Date :	日期 Date :	日期 Date :	日期 Date :
	(5) 系所圖書館 (還清圖書) Department Library (All books returned)	(6) 圖書館(含分館) (還清圖書/罰款) NTNU Library (all branches) (All books returned/all fines paid)	(7) 國際學生事務處 (非僑生、外籍生免辦) Office of International Affairs (Overseas Chinese students and international students only)	(8) 出納組 Cashier Division
	日期 Date :	日期 Date :	<b>全民健康保險：</b> <b>National Health Insurance:</b> <input type="checkbox"/> 校外 Insured with others <input type="checkbox"/> 校內 Insured with school  經辦 Processed by: <b>減免 Scholarships：</b> <input type="checkbox"/> 未申請 Not Applicable <input type="checkbox"/> 取消(需繳清全額後才能退 費) Revoked (Waiver must be returned before clearance procedure can be completed)  經辦 Processed by:	日期 Date :
	(9) 生活輔導組 (退學當學期，有就學貸款者才加會本組，無則免會) Division of Student Assistance		(10) 教務處 (註冊組、研教組、公館教務組) Office of Academic Affairs (Registry Division, Graduate Studies Division, Gongguan Branch Academic Affairs Division)	
	<b>Only for local students</b> <input type="checkbox"/> 取消 Cancel Loan 需繳清全額後才能退費 <input type="checkbox"/> 保留 Keep Loan 銀行未撥款前，需提供家庭所得清單證明符合資 格及 依實際應繳金額 至銀行更改貸款金額		<input type="checkbox"/> 已確認該生於線上掛失學生證 The student's ID has already been reported as lost online.	