

# 銘傳大學海青班學生退訓及退費申請單

Ming Chuan University Overseas Youth Vocational Training School Withdrawal from School and Refund Application Form

科別 Department		班級 Class Section		申請日期 Application Date ____年(Y)____月(M)____日(D)			
學號 Student ID		姓名 Name		聯絡電話 Phone Number	手機： Phone：		
退學原因 Reason	<input type="checkbox"/> 生病 Illness <input type="checkbox"/> 出國 Immigration <input type="checkbox"/> 工作 Job <input type="checkbox"/> 經濟困難 Economic Difficult <input type="checkbox"/> 家庭因素 Family <input type="checkbox"/> 其他說明 Other describe：						
申請年度 Application Year	學年度(Yr) 第 <input type="checkbox"/> 1 <input type="checkbox"/> 2 學期 (Semester)		監護人簽章 Guardian Signature				
<p>1. 學校學雜費退費計算基準日，以實際完成離校手續日為準；攸關同學退費權益，請自行留意退費比例週期。          The refund base date of the tuition and miscellaneous fee(s) takes effect upon the completed and approved date of the university-leaving procedures. Please be aware of the refund ratio period to advocate your refund right.</p> <p>2. 本表單蒐集之個人資料，僅限於教務管理及校務分析使用，非經當事人同意，不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。          The personal information collected on this form is used only for academic affairs data management, and university affairs analysis. Without student's express agreement, this information will not be used for any other purpose, nor will it be publicized, in accordance with the university's data storage and security control management procedures.</p>							
會簽單位 Units to be Notified	學系 Departm	導師 Class Advisor		系所主管 Director		圖書館 Library	
	學務組 Student Affairs Section	請假 Leave Application Service		住宿 Dormitory Service		學務組組長 Director of Student Affairs Section	
	總務組 General Affairs Section	物品櫃 Locker Service		退補費 Subsidy Ref		總務組組長 Director of General Affairs Section	
	僑陸組 Overseas and Mainland Chinese Students Service Section			國際教育交流處 International Education and Exchange Division			
財務處 Controller's Division 退費申請 Application for Fee Refund and Payment	<input type="checkbox"/> 應退費		<input type="checkbox"/> 應補費		<input type="checkbox"/> 不退補費		
	合計新台幣    萬    仟    佰    拾    元整				<input type="checkbox"/> 逾學期三分之二 <input type="checkbox"/> 其他：_____		
教務組 Academic Affairs Section	<input type="checkbox"/> 收回學員證 <input type="checkbox"/> 該生尚未領取學員證 <input type="checkbox"/> 學員證遺失			教務組組長 Section Chief of Academic Affairs Section			
				教務長 Dean of Academic Affairs			
<p>各單位簽辦後，務請確實記錄，以便查考。          Upon signing this form, each unit must alter their records clearly.</p>							