

## 【休、復、退學】Q&A

### 【Leave\_Resume\_Withdrawal】Q&A

**Q：休學如何辦理，要檢附什麼資料？**

**Q: How do I apply for a leave of absence and what documents are required?**

辦理時間：每學期開始至行事曆所訂期末考試（週）前一週截止。學生需完成註冊手續後才可申請休學。（註冊日前完成免繳學雜費）

Application Period: From the beginning of each semester until one week before the final exam week as scheduled in the academic calendar. Students must complete registration before applying for a leave of absence. (No tuition/fees if leave is completed before registration date)

办理流程：登錄休學線上申請系統→登入後填寫休學申請表→產生並列印PDF檔「休學申請書」及「離校手續單」→「休學申請書」經導師（指導教授）、系所主管簽核→「離校手續單」經各行政單位簽核→送件至「教務處註冊組」收件方辦理完成。

Procedure: Go to the [Online Leave Application System](#) homepage → log in and fill out the application form → generate and print the PDF 'Application Form for voluntary suspension' and 'Leaving procedure for voluntary suspension' → obtain approvals from advisor and department chair → complete the leaving procedure with all relevant administrative units → submit to the Registration Division for processing.

需檢附之資料：

Required documents based on certain reasons:

懷孕、分娩：須提供醫療機構相關證明。

Pregnancy or childbirth: Provide relevant medical documentation.

育嬰：撫養三歲以下子女，出具戶籍謄本或繳驗戶口名簿。

Childcare: For children under three, provide household registration copy.

服兵役：退伍後檢附退伍令。

Military service: Submit discharge order upon completion.

注意事項：

Notes:

非本人辦理請檢具委託書，未滿 18 歲者須家長或監護人簽名同意。

If a representative is applying on your behalf, a letter of authorization must be submitted. Students under 18 require parental/guardian consent.

**Q：休學期限有多久？**

**Q: How long can the leave of absence last?**

休學以學期或學年為單位，累計休學期限為兩學年（即 4 個學期）。

Leave is granted by semester or academic year, with a maximum total of two academic years (four semesters).

期滿因以下特殊情況可延長休學期限：

The leave period may be extended under the following conditions:

因重病或特殊事故，可提供證明申請延長，至多增加兩學年。

For serious illness or special incidents, submit proof for up to two more years.

服兵役期間，休學可延至服役期滿（不計入休學期限）。

Military service leave may be extended until completion of service (not counted toward the limit).

懷孕、分娩或撫育三歲以下子女（不計入休學期限）。

Pregnancy, childbirth, or caring for children under three (not counted toward the limit).

參加國際技能競賽培訓學生，培訓期間之休學不計入休學期限內。

Training for international competitions is also exempt from the limit.

重大災害（教育部認定）或參與教育與就業儲蓄帳戶計畫，休學時間亦不計入限制。

Ministry-approved disasters or participation in education/employment savings programs are exempt from the limit.

**Q：學期中辦理休學，該學期成績如何計算？**

**Q: If I take a leave mid-semester, how are grades handled?**

該學期的選課及成績記錄（含研究生口試成績）皆取消，不列入計算。

All course enrollments and grades (including graduate oral exams) are canceled and not recorded.

**Q：休學可否退費(學雜費、學分費)?**

**Q: Can tuition/fees be refunded after taking leave?**

完成休學申辦程序後，依比例退還已繳學雜、學分費用，退費標準以註冊日為基準，退款將退回學生郵局帳戶。

Upon completing the leave of absence application process, tuition and credit fees already paid will be refunded on a pro-rata basis, calculated from the registration date. The refund will be deposited into the student's postal savings account.

Time Point	Refund Ratio
Before Semester Starts	Full refund. (No payment required)
Within 1/3 of the semester	Two-thirds refund
Within 2/3 of the semester	One-third refund
After 2/3 of the semester	No refund

### Q：如何辦理復學？

### Q: How do I resume my studies after a leave of absence?

休學期滿者，註冊組將於應復學學期前(每年1月份及7月份)寄發復學通知及復學回條通知學生辦理復學。欲辦理復學者，於註冊日前將復學回條簽名，Email或傳真回覆教務處註冊組即可。

For students whose leave period has ended, the Registration Division will send a “Notice of Resumption” and a “Resumption Reply Form” before the beginning of the semester (in January and July each year). To resume studies, sign the Resumption Reply Form and return it to the Registration Division via email or fax before the registration deadline.

### Q：可否申請提前復學，要檢附什麼資料？

### Q: Can I apply for early resumption? What documents are required?

休學一學期以上者，可於休學期滿前，以學期為單位辦理提前復學。

Students who have taken a leave for more than one semester may apply for early resumption by semester before the end of their approved leave.

辦理時間：每學期開始(每年2月份及8月份)至註冊日前。

Application period: From the beginning of each semester (February and August) until the registration deadline.

办理流程：登錄復學線上申請→登入後填寫復學申請表→產生並列印PDF檔「復學申請書」→經導師(指導教授)、系所主管簽核→送件至「教務處註冊組」收件方辦理完成。

Procedure:

Go to the [Online Application for for Resumption](#) → Log in and complete the application form → Generate and print the PDF “Application for Resumption of Studies” → Obtain approvals from the advisor and department chair → Submit the completed documents to the Registration Division for processing.

需檢附之資料：

Required documents based on certain reasons:

懷孕、分娩：須提供醫療機構相關證明。

Pregnancy or childbirth: Provide relevant medical documentation.

育嬰：撫養三歲以下子女，出具戶籍謄本或繳驗戶口名簿。

Childcare: For children under three, provide household registration copy.

服兵役：退伍後檢附退伍令。

Military service: Submit discharge order upon completion.

注意事項：

Notes:

非本人辦理請檢具委託書，未滿 18 歲者須家長或監護人簽名同意。

If a representative is applying on your behalf, a letter of authorization must be submitted. Students under 18 require parental/guardian consent.

**Q：如擬不復學怎麼辦理？**

**Q: What if I decide not to resume my studies?**

- 自行辦理退學

Voluntary withdrawal from the university

办理流程：登錄退學線上申請系統→登入後填寫休學申請表→產生並列印 PDF 檔「退學申請書」及「離校手續單」→「退學申請書」經導師（指導教授）、系所主管簽核→「離校手續單」經各行政單位簽核→送件至「教務處註冊組」收件方辦理完成。

Procedure: Go to [Online Application for Withdrawal](#) → Log in and fill out the application → Generate and print the PDF “Withdrawal Application” and “Clearance Form” → Obtain approvals from advisor and department chair → Complete clearance with administrative units → Submit documents to the Registration Division for processing.

領取「修業證明書」及「退學證」：約需一週製發時間，可選擇自取或郵寄。(郵寄信封及郵票可臨櫃購買，不需先行準備)

Receiving documents: “Certificate of Study” and “Certificate of Withdrawal” will be issued within approximately one week. Students may choose to pick them up in person or have them mailed. (Envelopes and postage can be purchased at the counter; no need to prepare in advance.)

- 由學校做成應令退學

#### University-initiated withdrawal

無需「修業證明書」及「退學證」者，可於收到復學回條後，直接回覆擬不復學，由學校直接做成退學。

If you do not need a “Certificate of Study” or “Certificate of Withdrawal,” you may inform the university by returning the Resumption Reply Form indicating you will not resume your studies. The university will then proceed with withdrawal.

需要「修業證明書」及「退學證」者，仍必須完成退學申請及離校程序(流程同「自行辦理退學」)。

If you need the above certificates, you must still complete the formal withdrawal application and clearance procedures (same as voluntary withdrawal).

- 注意事項：

請人代辦或代領「修業證明書」、「退學證」者，須另附委託書。

未有修課事實者，僅發給「退學證」，不發給「修業證明書」。

#### Notes:

If someone is authorized to apply or collect certificates on your behalf, a letter of authorization is required.

If no academic record exists, only a “Certificate of Withdrawal” will be issued. A “Certificate of Study” will not be provided.