

TAINAN THEOLOGICAL COLLEGE
LEAVE OF ABSENCE APPLICATION FORM

申請日期DATE: 年yyyy / 月mm/ 日dd

姓名 Name	學號 Student ID No	所(組) Department
休學事由及證明文件Reason for Leave and Supporting Documents		
一、學生自請休學Student's self-application for leave of absence because of: ☐傷病(受傷或身心疾病)(檢附醫院證明)medical treatment (requires medical Certificate). ☐經濟困難Financial distress. ☐學業成績不佳poor academic performance. ☐就讀學校、科系不符期待the school and department did not meet personal expectations. ☐工作work-related issue. ☐懷孕、生產(檢附醫院證明或產檢手冊) pregnancy or childbirth (requires medical Certificate). ☐撫育3歲以下子女(檢附戶籍謄本) parenting a child under the age of 3 (requires household Certificate). ☐兵役(檢附在營服役證明書或入營通知書) military Duty (requires military orders certificate). ☐出國(含留學、遊學、海外志工、移民...等) international travel. ☐論文撰寫(囿於修業年限而辦理休學撰寫論文) thesis-related issue.(需經指導教授簽核) ☐就學環境(學校位置、氣候、設施、空間、校內人際關係) maladjustment within school environment. ☐家務或家人照顧(指處理家務、家人傷病, 照顧家人) to take care of ailing family member. ☐考試訓練(檢附證明)to take part in training or examination (requires documentation) ☐其他(請說明理由20字為限)other reason(please specify): 二、學校勒令休學By school suspension because of: ☐違反校規violation of school rules ☐其他other reason (please specify)		
休學期間 Duration of Absence	自__學年第__學期起, 休學 ☐ 一學期; ☐ 一學年 From__academic year __semester to __academic year __semester. Total: ☐ 1 semester or ☐ 2 semesters.	
申請人簽章Applicant's Signature		聯絡電話/手機 Telephone number/cell phone no
通訊地址 Mailing Address		
導師簽核 Advisor's Signature		所(組)主管簽核Department Chair's Signature
指導教授簽核 Advising professor's Signature (因論文撰寫休學者需經指導教授輔導後簽核)		
照會單位 Departments for Co-Approval.	☐ 教務處Academic Affairs ☐ 牧育處Student Affairs ☐ 總務處General Affairs ☐ 其他Other office.	