

中原大學
大學部非 1 月、6 月畢業生離校手續單
Chung Yuan Christian University

Graduation Clearance Form for Undergraduates (non-Jan. or non-Jun. graduates)

****已修足畢業學分數，學期間通過本校認定之英文能力鑑定考試或取得相關證明而獲准畢業之延肄生適用**

This form is for students who have completed the total number of credits required for graduation, yet failed the required English Proficiency Test or got the relevant certificate and be allowed to graduate.

_____學年度 Academic Year 第_____學期 Semester

_____學系 Department _____年級 Grade 學號 Student No.: _____ 姓名 Name: _____

| 單位 Office | 1.系辦公室 Department | 2.圖書館 Library | 3.課註組 Curriculum and Registration Division | 4.會計室 Accounting Office |
|---|---|--|--|---|
| 辦理 簽章 Signature | 畢業審核離校 手續辦理 Graduation audit process | 出納台辦理離 校，確認還書/款 All items returned and fees paid (if any) | 離校日期(必填) Termination Date (required) : _____ <input type="checkbox"/> 有選課不退費 Non-refundable (courses taken) <input type="checkbox"/> 無選課得依規定退費 Refundable (no courses taken) | 符合退費標準 者依規定辦理 退費 Those who are eligible may receive refund |
| 領證人姓名 Recipients: 學生證號碼 Student No.: 身分證號碼 ID No. | | | | |

1. 各單位對該生如有未完成事宜，應請辦妥後始可簽章。
Signature will be given when student meets all requirements.
2. 凡因故無法親自到校而委託他人代辦離校手續者，請持當事人的委託書、學生證及代辦人有照片證件，始可代辦。
Student may authorize others to complete school-leaving procedures. Designated person is required to present authorization letter, student ID, and a photo ID to complete the procedure.
3. 本學期無選課且符合退費標準者，請憑此離校手續單及畢業證書，至會計室辦理退費。
Student, who takes no courses and is eligible for refund, may go to Accounting Office for refund with this form and diploma.

學生辦理離校時比照研究生每月離校辦理及領證程序，本聯於辦理離校時交由課註組留存，學生領證時若可退費再將此聯交給學生至會計室退費。

Upon completion, Curriculum & Registration Division will retain this form except for those who are eligible for refund.