

# 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 a refund.
領證人姓名 Recipients: 學生證號碼 Student No.: 身分證號碼 ID No.				

- 各單位對該生如有未完成事宜，應請辦妥後始可簽章。  
A signature will be given when the student meets all requirements.
- 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。  
Students may authorize others to complete school-leaving procedures. The designated person must present an authorization letter, a student ID, and a photo ID to complete the procedure.
- 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；本學期無選課且符合退費標準者再提供此聯影本給學生，請憑此離校手續單及畢業證書，至會計室辦理退費。  
Upon completion, the course and the registration office will retain this form, except for those who take no course in the current semester and meet the refund criteria, which should be provided a copy of this form to the student, go to the Accounting Office along with the diploma.