



WENZHOU-KEAN  
UNIVERSITY

## 温州肯恩大学学生休学申请表

### Application Form of Long-term Absence of Leave

姓名 Name		性别 Gender		学号 Student ID		学院 College	
专业 Major				班级 Team		寝室号 Dorm No.	
休学期限 (申请一年) Apply for one-year Period	年 月 日 至 年 月 日 From To				是否属于继续休学 Absence Continuity		
通信地址 Address				邮编 Post code		联系电话 Contact No.	
休学须知 Notes	<p>1. 休学原则上以一年为单位，学校为休学学生保留学籍。学生应征入伍，学校保留其学籍至退役后一年。 The standard long-term Absence of Leave lasts for one year, and the University will remain the enrollment for the applicant. If the applicant is enlisted, the enrollment will be kept till the second year since the applicant is decommissioned.</p> <p>2. 学生因伤病休学、复学均须提供二甲以上医院诊断证明，方可办理。仅因伤病休学可以酌情考虑以半年为单位。 Medical certificates of diagnosis from hospitals above secondary level are required for medical leave &amp; return. Half a year period can only be allowed in Medical Leave cases.</p> <p>3. 学生休学期间，不享受在校学生的待遇，不得参加学校组织的各种教育教学活动。 During the absence of leave period, the applicant's rights and welfare will not be reserved, and the applicant will not be allowed to take any educational activities.</p> <p>4. 学生休学期满，应当于学期开学前及时办理复学或继续休学手续。连续休学的，休学总期限原则上不超过2年。休学期满未办理任何手续的，视为自动退学。 Before the due day of the absence of leave, the applicant shall apply for return or reapply for the absence of leave. The overall absence of leave period shall be less than two years in principle. The applicant will be regarded as voluntary withdrawal from University if no application has been provided.</p> <p>5. 学生本人需将本人休学情况通知所修课程任课老师，否则不利后果由学生本人承担。学期退课截止日期之后申请休学的，除因伤病休学外，不得再退当前学期所修课程。学期退课截止日期请详见校历。 The applicant shall notify the instructors upon the absence of leave. Otherwise, the applicant shall bear the consequences. Apart from medical leave cases, course withdrawal will not be accepted if the application is later than the withdrawal deadline. Please refer to the academic calendar for the withdrawal deadline information.</p> <p>本人知晓并遵守以上规定。 <b>I understand and will comply with the above rules.</b></p> <p style="text-align: right;">学生(签字): Student's Signature 年 月 日 Date</p>						
休学原因 Reasons							

