



WENZHOU-KEAN
UNIVERSITY

温州肯恩大学学生休学申请表

Application Form of Suspension of Schooling Wenzhou-Kean University

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 Suspension	年 月 日至 年 月 日 From To				以往休学 情况 Suspension History		
通信地址 Address				邮编 Post code		联系电话 Contact No.	
休学 须知 Notes for Suspension of Schooling	<p>1. 休学一般以一年为单位，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 Suspension lasts for one year, and university will remain the school roll for the student. If student is enlisted, the school roll will be kept till the second year since students are decommissioned.</p> <p>2. 学生因伤病休学、复学均须提供县级以上医院诊断证明，方可办理。 Medical certificates of diagnosis from hospital above county level are required for Injury absence & return.</p> <p>3. 学生休学期间，不享受在校学习学生的待遇，不得参加学校组织的各种教育教学活动。 During the suspension period, student's rights and welfare will not be reserved, and student 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申请复学或继续休学手续。未提出复学申请或者申请复学经复查不合格的，应予退学。 Before the due day of the suspension, student shall apply for return or reapply for suspension. The student will be dismissed from University if no application has been provided or failure in the return test.</p> <p>本人知晓并遵守以上规定。 The applicant must understand the above rules.</p> <p style="text-align: right;">学生（签字）： Student's Signature Date: 年 Y 月 M 日 D</p>						
休学 原因 Reasons for Suspension							

心理中心意见 Suggestion from Psych Center (GEH D409)			
校医疗中心意见 Suggestion from Medical Center	(医院证明附后) (Medical certificates of diagnosis are attached)	RHD 学区专员意见 Suggestion from RHD	签字 (盖章): Sign or Seal 日期(Date):
学院负责人意见 Suggestion from Dean of College	签字 (盖章): Sign or Seal 日期(Date):	教务部审批 Approval from Office of the Registrar	签字 (盖章): Sign or Seal 日期(Date):

离校手续
Procedure of leaving university

图书馆 Library (GEH A307) (印) (Seal)	学区 Student community (兰亭 A202) (印) (Seal)	学生事务中心 Student Affairs (GEH D203) (印) (Seal)
后勤部 (宿管) Logistics (TB B211) (印) (Seal)	(财务结算说明附后) (Financial Clearance Note is attached) 财务部 Finance Department (TB A208) (印) (Seal)	
教务部 Office of the Registrar 退课信息 Information of courses dropping		
1. 退课课程及教学班 Course & Section () 任课老师 Instructor () 2. 退课课程及教学班 Course & Section () 任课老师 Instructor () 3. 退课课程及教学班 Course & Section () 任课老师 Instructor () 4. 退课课程及教学班 Course & Section () 任课老师 Instructor () 5. 退课课程及教学班 Course & Section () 任课老师 Instructor () 6. 退课课程及教学班 Course & Section () 任课老师 Instructor ()		
本表一式四份, 学生、教务部、财务部、学生事务部各一份。 Applicant, Finance Department, Student Affairs and Office of the Registrar shall have one copy. 办理完离校手续后, 请将此表交教务部 (B209)。 After finishing the leaving procedure, please submit the form to Office of the Registrar (B209).		