

# 温州肯恩大学学生自动退学申请表

## Application Form for Withdrawal of Schooling of Wenzhou-Kean University

填表日期(Date):          年(Y)          月(M)          日(D)

姓名 Name		性别 Gender		入学时间 Entrance time	
学号 Student ID		学院 Academy		专业 Major	
班级 Team			联系电话 Contact No.		
退学原因 Reason for Withdraw	(可另附页说明) (Can use another page explain)  本人如实陈述退学理由，请学校予以批准。 Personal statement is true, please approve. 申请人签字： Signature 日期(Date):				
家长意见 Suggestion from parents	签名（盖章）： Sign or Seal 日期(Date):		学院辅导员意见 Suggestion from advisor	签名（盖章）： Sign or Seal 日期(Date):	
学院负责人意见 Suggestion from Dean of College	签名（盖章）： Sign or Seal 日期(Date):		教务部审批 Approval from Office of the Registrar	签名（盖章）： Sign or Seal 日期(Date):	

离校手续

Procedure of leaving university

<p style="text-align: center;"><b>图书馆</b> <b>Library</b> (GEH A307) (印) (Seal)</p>	<p style="text-align: center;"><b>学区</b> <b>Student community</b> (兰亭 A202) (印) (Seal)</p>	<p style="text-align: center;"><b>学生事务中心</b> <b>Student Affairs</b> (GEH A215) (印) (Seal)</p>
<p style="text-align: center;"><b>后勤部 (宿管)</b> <b>Logistics</b> (二号食堂三楼 303) (印) (Seal)</p>	<p style="text-align: center;">(财务结算说明附后) (Financial Clearance Note is attached) <b>财务部</b> Finance Department (TB A218) (印) (Seal)</p>	
<p style="text-align: center;"><b>教务部</b> <b>Office of the Registrar</b> <b>退课信息</b> <b>Information of courses dropping</b></p> <p>1. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )                  2. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )                  3. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )                  4. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )                  5. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )                  6. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )</p>		
<p style="text-align: center;">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 (GEH D202)。 After finishing the leaving procedure, please submit the form to Office of the Register (GEH D202).</p>		