

## 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	<p>(可另附页说明) (Can use another page explain)</p> <p style="text-align: right;">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):</p>				
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;">图书馆 <b>Library</b> (GEH A307) (印) (Seal)</p>	<p style="text-align: center;">学区 <b>Student community</b> (兰亭 A202) (印) (Seal)</p>	<p style="text-align: center;">学生事务中心 <b>Student Affairs</b> (GEH D203) (印) (Seal)</p>
<p style="text-align: center;">后勤部 (宿管) <b>Logistics</b> (TB B211) (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 A208) (印) (Seal)</p>	
<p style="text-align: center;"><b>教务部</b> <b>Office of the Registrar</b> 退课信息 <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 (                    )</p> <p>2. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )</p> <p>3. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )</p> <p>4. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )</p> <p>5. 退课课程及教学班 Course &amp; Section (                    ) 任课老师 Instructor (                    )</p> <p>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 (D202)。 After finishing the leaving procedure, please submit the form to Office of the Register (D202).</p>		