

國立高雄餐旅大學學生宿舍長期請假證明單

NKUHT Student Dormitory Long-Term Leave Certificate

床號 Bed No.		科系班級 Department & Class		學號 Student ID	
姓名 Name		學生電話 Student Phone		家長電話 Parent Phone	
請假日期 (勾選) Leave Date (Check)	☐ 整學期 Full Semester ☐ 其他 Other : _____				
請假事由 Reason for Leave					
請假類別 Leave Category	☐ 長遲(一般連續時間)Long-term Late Return (Regular continuous period) ☐ 長遲(因打工須延至 00:00 回宿)Long-term Late Return (Delayed until 00:00 due to part-time job) ☐ 長外 Long-term Stay-out				
提供證明 Supporting Documents	1. 若因打工，請附上班表/店章/店內住址/店長的聯絡電話/店長簽章。 If for a part-time job, please attach work schedule / shop stamp / shop address / manager's contact number / manager's signature. 2. 若因其他因素，請提供相關證明。 If for other reasons, please provide relevant proof. 3. 若因學術研究，請附上指導老師提供之相關證明。 If for academic research, please attach relevant proof provided by the dvisor.				
家長簽名 Parent Signature		導師簽章 Tutor/Advisor Signature			
住宿輔導組 組長 Chief of Student Housing Guidance Section	審核日期： Review Date				
宿舍值班老師 Dormitory Duty Teacher		樓長 Floor Leader			

請於返校後三日內繳回住宿輔導組備查，逾期恕不受理，謝謝配合！

Please submit this form to the Student Housing Guidance Section for reference within three days after returning to school. Late submissions will not be accepted. Thank you for your cooperation!