

國立高雄餐旅大學\_\_\_\_學年度\_\_\_\_學期

學生宿舍期末提前離/退宿申請表

NKUHT End-of-Semester Early Check-out / Withdrawal Application Form (Semester Year)

期末提前離宿 End-of-Semester Early Check-out  退宿 Withdrawal

申請日期(Application Date)：\_\_\_\_年(Y)\_\_\_\_月(M)\_\_\_\_日(D)

班級 Class	學號 Student No.	姓名 Name	棟別 Building	寢室床位 Room/Bed
請勾選原因 Please Check	<input type="checkbox"/> 課程結束，提前離宿 Course finished, early check-out <input type="checkbox"/> 特殊原因離宿（如勾選此項，須敘明原因如下） Leaving for special reasons (If this option is checked, please specify the reason below): 原因(Reason)：_____			
離宿時間 Check-out Time	____年(Y) ____月(M) ____日(D) ____時(H) ____分(M) 起			
家長姓名 Parent Name		關係 Relationship		連絡電話 Phone
在校生因特殊原因申請提前離宿通過者，須由家長或家長委託人親自到宿舍，通報值班宿輔輔導員知悉後，才能將學生親自帶回。Students approved for early check-out for special reasons must be picked up in person by a parent or authorized person after notifying the on-duty counselor.			家長授權簽名 Parental Authorization Signature	
<b>注意事項(Notes)：</b> 一、住宿生辦理請假或離校手續後，應立即返家切勿在外逗留，申請人及家長請自負一切行為責任。 1. Dormitory residents should return home immediately after completing leave or check-out procedures and must not loiter; the applicant and parents shall bear all responsibility for their actions. 二、從事各項戶外活動、交通及工作時請注意自身安全維護。 2. Please pay attention to personal safety maintenance when engaging in various outdoor activities, transportation, and work. 三、請勿進出不正當場所並遵守國家法令，若有違法情形依校規處理。 3. Do not enter improper venues and comply with national laws; any violations will be handled according to school regulations. 四、提前退宿者，須完成所有離宿手續，住宿費用差額依學校相關退費標準辦理。 4. Those withdrawing early must complete all check-out procedures; the difference in accommodation fees will be handled according to the school's relevant refund standards. 五、特殊原因離宿者，由家長親自接回，並簽名具結。 5. For those leaving due to special reasons, parents must pick them up in person and sign an undertaking. 六、離宿後一切的安全會注意及自行負責。 6. The applicant will pay attention to and be solely responsible for all safety after leaving the dormitory. 七、如刻意隱瞞課程結束，造成執行本公務人員誤判，導致本件申請單審核通過者，其後續課程未出席或未如期參加期末考試，後果由申請人自行負責，並依本校學生獎懲辦法第六條第三項第二四款規定，以欺瞞師長建議大過乙次論處。 7. If the end of the course is intentionally concealed, leading to a misjudgment by the official and resulting in the approval of this application, the applicant shall be responsible for any subsequent absence from classes or failure to participate in final examinations; furthermore, according to school regulations, a recommendation of one major demerit for deceiving faculty/staff shall be imposed. <b>申請者：知悉並願遵守上述各項說明。 Applicant: I acknowledge and agree to comply with the above instructions.</b> <b>本人簽名切結 I hereby sign this undertaking：</b> _____				
導師 Tutor/Advisor(1)：		住宿輔導組 Accommodation section leader(2)：		
(簽名/Signature)		(簽名/Signature)		