



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

註冊處專用 For Registry Use Only

學生狀態 Student Status ☐ 收妥相關文件 Relevant document received
資料檢查 Checked by ☐ 日期 Date

退學/離校申請表 APPLICATION FOR WITHDRAWAL/CLEARANCE

注意事項 Notes

- 學生必須於擬退學日期前三週向註冊處提出申請。一切行政程序於收妥申請表格及相關文件後始行生效。 Application must be submitted to Registry for approval 3 weeks prior to the intended date of withdrawal. Related administrative procedures will not begin until the form and related documents are submitted.
- 經校方批准退學後，學籍將被註銷。日後學生欲在本大學繼續學業，必須重新提交入學申請。 Once the Withdrawal Application is approved, the applicant's status as a registered student will be cancelled. If he/she would like to continue his/her study in MUST, he/she needs to re-apply to the University.
- 學生在完成上述手續後約三週內將獲書面回覆，一切以郵戳日期為準。 A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
- 若學生獲准退學後，兩個月內仍未收到保證金餘額退款的通知，請致電或電郵至財務處查詢。 Students who are not informed about the refund of caution fee within two months after the application of withdrawal is approved should make enquiry to Finance office either by phone or email.
- 其他手續及有關退學之規條，請參閱最新學年學生手冊 - 「學籍管理」及「學費、其他費用及退費表」。 With regards to the Rules and Regulations for Withdrawal, please refer to the latest Student Handbook, Sections on "Management of Student Status" and "Table of Tuition Fees, Other Charges and Refunds".
- 大學保留修訂及闡釋上述規定的一切權利。 The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.

申請所需文件 Required Documents

- ☐ 填妥之本表格 The completed application form
- ☐ 申請人之身份證/護照副本* A copy of the applicant's Identity Card/Passport*
- ☐ 申請人之通行證資料頁及“逗留D”頁副本* (內地學生適用) A copy of the personal information page and the visa page in Exit-Entry Permit for Travelling to and from Hong Kong and Macao (applicable for mainland students)*
- ☐ 完成退宿手續確認書(住宿學生適用) Dormitory room clearance confirmation (applicable for the dormitory students)
- ☐ 退款資料(詳見本表格第III部分) The relevant documents for refund (refer to part III of the application form)
- ☐ 授權書及被授權人的身份證副本* (授權辦理適用) An authorization letter together with a copy of the authorized person's Identity Card (applicable for application through an authorized person)*

*上述文件須提供正本進行核實

* The original copy of the above documents needs to be provided for verification

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 Student Name _____ 學生編號 Student No. _____
課程 Program _____ 身份證/護照編號 ID Card/Passport No. _____
聯絡電話 Contact No. _____ 電郵地址 E-mail Address _____
通訊地址 Correspondence Address _____ 郵政編號 Postal Code _____

☐ 本人明白上述通訊地址、聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 COES 更新。
I understand that the above correspondence address, contact number and e-mail address are for this application only; any necessary updates will be done by myself through COES.

☐ 非宿生 Non-Dormitory ☐ 宿生 Dormitory (須連同完成退宿手續確認書一併遞交 Dormitory Room Clearance Confirmation must be attached)

II. 退學原因 REASON FOR WITHDRAWAL

請選擇下列一項 Please select one of the followings:

- ☐ 入讀其他大學的課程 Admission to another university
- ☐ 健康原因 Health reason (請提供證明 Please provide supporting documents)
- ☐ 移民 Emigration (如欲退學費，請書面提出及提供證明正本 Please submit your request in writing and provide supporting documents for refund of tuition fee)
- ☐ 工作繁重，未能兼顧學業 Heavy workload
- ☐ 經濟困難 Financial difficulty
- ☐ 其他，請註明 Others, please specify _____

III. 退款 REFUND

本人知悉及明白學生手冊所述有關退學之規則及退款條例，並接受大學有關退費之決定。如有退款時，本人選擇：

I fully understand the **Terms of Withdrawal and Refund** stated in the Student Handbook, and accept the University's decision about refund. If there is refund, I would like to get it by:

- ☐ 領取支票 cheque pick-up.
- ☐ 自動轉賬 (a.本地學生須提供澳門任何一間銀行之澳門幣賬戶，而大豐銀行則收取\$10 手續費；b.非本地學生須提供中國銀行澳門分行/中國工商銀行澳門分行之港幣賬戶) Autopay. (a. Local student should provide MOP account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. Non local student should provide HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only.)
- ☐ 電匯 (選擇匯款者請提供「中國工商銀行」或「中國銀行」且可接受境外港幣匯款之賬戶。須繳付行政手續費澳門幣/港幣 100 元，及任何銀行手續費由學生自付；經由大學代辦之境外匯款手續費，最低收費為澳門幣/港幣 100 元，並將於所退的保證金中直接扣除，不另作通知。) Tele-transfer (the student who chooses tele-transfer, please provide a ICBC or BOC bank account which can accept HK Dollar inward remittance outside China. The handling charge is MOP/HKD100, and any bank charges should be borne by student (The minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.)

選擇匯款者或自動轉賬者，請填寫以下銀行資料 For the student who chooses tele-transfer or autopay, please fill bank details as follow:

銀行名稱 Bank Name _____ 開戶人姓名 Account Name _____
賬戶號碼 Account No. _____ 賬戶貨幣(自動轉賬必填) Account Currency(Required for Autopay): HKD / MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T) _____ 省 Province _____ 市 City _____ 路 Road _____ 分行 Branch _____ 支行 Sub-Branch _____
收款人地址(匯款必填) Beneficiary's Address (Required for T/T) _____ 電話 Contact No. _____

備註 Notes 1. 領取支票者、自動轉賬或匯款賬號之開戶人姓名為非學生本人，學生必須提供親自簽署之《授權書》正本、學生的有效身份證副本與被授權人的有效身份證副本。
For collection on behalf, student's written authorization and ID copies of both the students and his/her representative should be provided.
2. 選擇匯款者或自動轉賬者，需隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”或“銀行卡正反面副本(需持卡人簽名)”；若學生所提供的銀行卡為非單一幣值卡，需提供相應幣值的賬戶資料。
For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information or a copy of both back and front sides of the bank card with cardholder signature attached to the application form; Please provide the bank account information with corresponding currency if the bank card is not a single currency card.
3. 學生所提供的收款銀行資料必須準確無誤，如因提供之資料不準確或不足而引致的任何問題、損失及費用，將由學生負責。
Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

個人聲明 PERSONAL DECLARATION

- 本人知悉大學在完成外地學生的退學手續後，將按規定向澳門居留及逗留事務廳作通報，學生有責任瞭解及遵守澳門出入境的相關條例以免因逾期逗留而觸犯法律；
I acknowledge that upon completion of the withdrawal procedures for Non-local Students, the University will notify the Residence and Stay Affairs Department of Macau. Students are responsible to fully understand and comply with the Macau immigration laws and regulations to avoid illegally overstaying in Macau;
- 本人知悉並明白『澳門科技大學個人資料收集聲明』的內容。
I have acknowledged and understood the [Macau University of Science and Technology Personal Data Collection Statement](#).

學生簽名

Student's Signature



日期

Date

REG/003-01/JAN24-E

校方專用 FOR OFFICE USE ONLY

A) 財務處櫃檯 FINANCE OFFICE COUNTER

- ☐ 已收妥及核對學生的銀行資料 Received and checked the bank account information
- ☐ 已收妥學生《授權書》正本 Authorization letter

收件人
Received by _____ 日期
Date _____

B) 註冊處 REGISTRY

- ☐ 學籍申請已記錄於 COES 系統 Application recorded in COES system

收件人
Received by _____ 日期
Date _____

C) 所屬學院 FACULTY

學生狀態 Student Status: _____

- ☐ 已核對學生個人資料 Checked the personal information of student

行政人員意見 Staff Comments: _____

- ☐ 批准 Approved ☐ 不批准 Not Approved

備註 Remarks: _____

負責人簽名
Authorized Signature _____ 日期
Date _____

院長/課程主任簽名
Signature of the Dean
of Faculty/Program
Director _____ 日期
Date _____

D) 圖書館 LIBRARY

- ☐ 手續辦妥 Cleared
- ☐ 未交財務處處理之欠費/罰款 Unsettled Penalty (金額\$ _____)
- ☐ 意見 Comments _____

負責人簽名
Authorized Signature _____ 日期
Date _____

E) 學生事務處 STUDENT AFFAIRS OFFICE

- ☐ 手續辦妥 Cleared
- ☐ 扣除全年住宿費 _____ %之行政費 Deduct Administration Fee
- ☐ 宿舍欠費/罰款 Dormitory Penalty (金額\$ _____)
- ☐ 其他欠費/罰款 Other Penalty (金額\$ _____)
- ☐ 退保日期待註冊處退學批准日 Insurance Cancellation Date will be confirmed by the Approval Date of Clearance by Registry.
- ☐ 意見 Comments _____

負責人簽名
Authorized Signature _____ 日期
Date _____

F) 財務處 FINANCE OFFICE

- ☐ 手續辦妥 Cleared
- ☐ 保證金不獲退還 Caution fee will not be refunded
- ☐ 就讀課程欠費 Fees Outstanding in program
- ☐ 退保日期待學生事務處確認 Insurance Cancellation Date to be Confirmed by Student Affairs Office
- ☐ 意見 Comments _____

負責人簽名
Authorized Signature _____ 日期
Date _____

G) 註冊處核准 REGISTRY'S APPROVAL

- ☐ 批准 Approved ☐ 不批准 Not Approved
- ☐ 意見 Comments _____

負責人簽名
Authorized Signature _____ 日期
Date _____

H) 註冊處 REGISTRY

- ☐ 已確認學生個人資料 Confirmed the personal information of student

狀況 Status : ☐ 退學 Withdrawal
☐ 終止學籍 Termination of student status
☐ 離校 Clearance _____

生效/完成日期 Effective/Completion Date _____

- ☐ 已通知資訊科技發展辦公室更改學生 COES 學籍狀態及日誌 Notified ITDO to update the student status and the activity log of COES

負責人簽名
Authorized Signature _____ 日期
Date _____

I) 註冊處 REGISTRY

- ☐ 已書面通知學生 Student is notified in writing
- ☐ 已抄送財務處及學生事務處 Cc to Finance Office & Student Affairs Office
- ☐ 已電郵通知圖書館及資訊科技發展辦公室 E-mail to Library & ITDO
- ☐ 已上載文件管理系統 Has uploaded to Document Management System

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