



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

教務處專用 For Academic Registry Use Only

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

休學申請表 APPLICATION FOR DEFERRAL

注意事項 Notes

- 1. 一切行政程序於收妥申請表格及相關文件，繳妥有關費用後始行生效。
2. 休學期將被納入計算在學生所修讀課程的修業期限內。
3. 學生在完成上述手續後約四週內將獲書面回覆，一切以郵戳日期為準。
4. 所有繳交之費用，恕不退還或轉讓。
5. 其他手續及有關休學之規條，請參閱最新學年學生手冊。
6. 大學保留修訂及闡釋上述規定的一切權利。

申請所需文件 Required Documents

- 填妥之本表格 The completed application form
填妥之休學聲明書 The completed "Declaration of Deferral"
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)*
醫療證明副本* (因健康原因提出休學的學生適用) A copy of the medical report (applicable for deferral due to the health reasons)
繳交休學留位費 Retention fee
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.

II. 休學資料 DEFERRAL INFORMATION

擬休學學期 Intended Semester of Deferral: 20 /20 第 學期 Semester

擬復學學期 Intend to Resume Study in: 20 /20 第 學期 Semester

休學原因 (請選擇下列一項) Reason for Deferral (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

注意：學生必須提出復學申請及接受復學時本校之學習計劃、課程時間安排及收費標準

Note: Students must apply to resume study and are required to follow the University's study plan, class arrangements and fee policy prevailing at that time

III. 退款 REFUND

本人知悉及明白學生手冊所述有關休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 Deferral 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) 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.)

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。

- 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”。
3. 以匯款方式退款，須繳付行政手續費澳門幣/港幣 100 元，並將於退款內扣除後匯出。
4. 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。
5. 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

- 1. 本人知悉大學在完成外地學生的休學手續後，將按規定向澳門出入境事務廳作通報，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；
2. 本人知悉並明白『澳門科技大學教務處個人資料收集聲明』的內容。

I have acknowledged and understood the Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology.

學生簽名 Student's Signature

日期 Date

校方專用 FOR OFFICE USE ONLY**A) 會計處櫃檯 ACCOUNTS OFFICE SERVICE COUNTER**

- 已收取 MOP/HKD5,000 作留位費 Retention Fee Paid
- 已收取學生已繳學費單據副本 Tuition fee Receipt
- 已收妥及核對學生的銀行資料 Received and checked the bank account information

收件人 _____ 日期 _____
Received by _____ Date _____

B) 教務處櫃檯 ACADEMIC REGISTRY COUNTER

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

收件人 _____ 日期 _____
Received by _____ Date _____

C) 所屬學院 FACULTY

學生狀態 Student Status _____

擬復學學期 Intend to Resume Study in _____

- 已核對學生個人資料 Checked the personal information of student
- 已附建議之學習計劃 Attach suggested study plan

行政人員意見 Staff Comments _____

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

- 批准 Approved 不批准 Not Approved

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

備註 Remarks _____

D) 教務處核准 ACADEMIC REGISTRY'S APPROVAL

- 批准 Approved 不批准 (直接到 H 部分) Not Approved (Go to Part H)

意見 Comments _____

*如屬續休直接到 F 部分 Go to Part F if student is applying for extension.

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

E) 圖書館 LIBRARY

- 手續辦妥 Cleared
- 未交會計處處理之欠費/罰款 Unsettled Penalty (金額\$ _____)
- 意見 Comments _____

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

F) 學生事務處 OFFICE OF STUDENT AFFAIRS

- 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\$ _____)
- 意見 Comments _____

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

G) 會計處 ACCOUNTS OFFICE

- 手續辦妥 Cleared
- 就讀課程欠費 Fees Outstanding in program
- 意見 Comments _____

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

H) 教務處 ACADEMIC REGISTRY

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

狀況 Status: 休學 Deferral (擬復學學期 Intend to Resume Study in _____)

- 停學 Suspension

生效日期 Effective Date _____

- 已通知資訊處更改學生 COES 學籍狀態及日誌 Notified ITO to update the student status and the activity log of COES

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

I) 教務處 ACADEMIC REGISTRY

- 已書面通知學生 Student is notified in writing
- 已抄送會計處及學生事務處 Cc to Accounts Office & Office of Student Affairs
- 已電郵通知所屬學院/通識教育部、圖書館、圖書出版及供應中心及資訊處 E-mail to respective Faculty/Department of General Education, Library, CBPS & IT Office
- 已上載文件管理系統 Has uploaded to Document Management System