



辦理離校(退學)手續表格  
STUDENT CLEARANCE (WITHDRAWAL FROM STUDY) FORM

※ 請於填表前細閱背面之注意事項 Please read the notes overleaf before completing this form.

※ 請以正楷填寫 Please use capital letters.

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名(依照證件) : \_\_\_\_\_ 學生編號 Student No. \_\_\_\_\_  
Name in Chinese (as printed on ID) : \_\_\_\_\_ □□□□□□□□-□□□□-□□□□

外文姓名(依照證件) : \_\_\_\_\_ 身份證號碼 : \_\_\_\_\_  
Name in English (as printed on ID) : \_\_\_\_\_ ID Card No. : \_\_\_\_\_

通訊地址 : \_\_\_\_\_ 郵政編碼 : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_ Postal Code : \_\_\_\_\_

電郵地址 : \_\_\_\_\_ 聯絡電話 : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_ Contact No. : \_\_\_\_\_

課程 :  工商管理學士學位課程  國際旅遊管理學士學位課程  酒店管理學士學位課程  
Program :  Bachelor of Business Administration  Bachelor of International Tourism Management  Bachelor of Hotel Management

狀況 :  退學 (請填寫第II部份)  其他, 請註明  
Status :  Withdrawing (Please complete Part II)  Others, please specify : \_\_\_\_\_

II. 退學學生專用 FOR WITHDRAWING STUDENT ONLY

退學原因(請選擇下列一項) Reason for Withdrawal (Please select one of the followings) :

1. 入讀其他大學的課程 Admission to another university
2. 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)
3. 經濟困難 Financial difficulty
4. 健康原因 Health reason
5. 工作繁重, 未能兼顧學業 Heavy workload
6. 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。

I fully understand the *Terms of Withdrawal and Refund* stated in the Student Handbook, and accept the University's decision about refund.

自動轉賬(澳門銀行賬戶適用) AUTOPAY(For bank account in Macau)

(必須提供 a. 澳門任何一間銀行之澳門幣賬戶, 大豐銀行則收取 10 元手續費; 或 b. 中國銀行澳門分行/中國工商銀行澳門分行之港幣賬戶(不接受銀行咭作退款資料))

Student should provide (NOT accepted credit card nor bank card)

- a. MOP account number of any bank in Macau; and for Tai Fung bank account, a handling fee of \$10 will be charged by the bank or  
b. HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only.)

請填寫以下銀行資料 Please fill bank details in the following:

銀行名稱 \_\_\_\_\_ 開戶人姓名 \_\_\_\_\_  
Bank Name \_\_\_\_\_ Account Name \_\_\_\_\_

賬戶號碼 \_\_\_\_\_ 賬戶貨幣 \_\_\_\_\_  
Account No. \_\_\_\_\_ Account Currency  HKD /  MOP

- 備註 Notes
- 如自動轉賬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、學生及被授權人的有效身份證副本。For collection on behalf, a written authorization, ID copies of the consignor and trustee should be provided.
  - 需隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”, 並需於空白地方按身份證簽名模式簽署。Please provide a clear bank book copy with bank account information attached to the application form. Must sign same as ID card signature mode in the blank.
  - 任何銀行手續費由學生自付, 並將於所退的保證金中直接扣除, 不另作通知。Any service charges from the bank should be borne by student, and would be deducted from the caution fee without any notice.
  - 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

- 本人確認清楚知悉相關的注意事項。I hereby confirm that I fully understand and agree to the details listed above.
- 本人確認申請表中所提供的資料真實無誤, 並聲明已知悉及明白『澳門科技大學個人資料收集聲明』的內容。I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

學生簽名 : \_\_\_\_\_  
Student's Signature : \_\_\_\_\_

日期 : \_\_\_\_\_  
Date : \_\_\_\_\_

**IV 由大學各部門填寫 (FOR OFFICE USE ONLY)**

<p><b>A) 櫃檯 COUNTER</b></p> <p><input type="checkbox"/> 已收妥及核對學生的銀行資料 Received and checked the bank account information.</p> <p>收件人 : _____ 日期 : _____ Received by : _____ Date : _____</p>	<p><b>B) 櫃檯 COUNTER</b></p> <p><input type="checkbox"/> 學籍申請已記錄於 COES 系統 Application recorded in COES system</p> <p>收件人 : _____ 日期 : _____ Received by : _____ Date : _____</p>
<p><b>C) 持續教育學院 SCHOOL OF CONTINUING STUDIES</b></p> <p>學生狀態 Student Status: _____ <input type="checkbox"/> 已核對及更新學生個人資料 Checked and updated the personal information of student</p> <p>行政人員意見 : _____ 行政人員簽名 : _____ 日期 : _____ Staff's Comments : _____ Staff's Signature : _____ Date : _____</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved 備註 Remarks: _____</p> <p>總監簽名 : _____ 日期 : _____ Signature of the Director : _____ Date : _____</p>	
<p><b>D) 圖書館 LIBRARY</b></p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 未交會計處處理之欠費/罰款 Unsettled Penalty (金額\$ _____)</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p><b>E) 會計處 ACCOUNTS OFFICE</b></p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 保證金不獲退還 Caution fee will not be refunded</p> <p><input type="checkbox"/> 就讀課程欠費 Fees Outstanding in program</p> <p><input type="checkbox"/> 意見 Comments : _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p><b>F) 持續教育學院 SCHOOL OF CONTINUING STUDIES</b></p> <p>生效日期 Effective Date : _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p><b>G) 資訊處 IT OFFICE</b></p> <p>資料輸入 : _____ Data entered by : _____</p> <p>日期 : _____ Date : _____</p>	<p><b>H) 持續教育學院 SCHOOL OF CONTINUING STUDIES</b></p> <p><input type="checkbox"/> 已抄送會計處 Cc to Accounts Office</p> <p><input type="checkbox"/> 已完成辦理所有手續 Has completed all procedures</p> <p><input type="checkbox"/> 書面通知學生 Student is notified in writing</p>

**注意事項**

- 一、學生辦理離校手續應按下列申請程序辦理手續：
  1. 退學學生必須於擬退學日期前三週填妥表格第 I、II 及 III 部份，並連同身份證副本（正反面）遞交至持續教育學院提出申請。一切行政程序於收妥申請表格及相關文件後始行生效。
  2. 學生須同時辦理其他手續，詳情請參閱最新學年學生手冊 - 「學籍管理」。
- 二、開課前提出退學申請並獲持續教育學院總監核准者，其已登記於開課後修讀的科目將被註銷。
- 三、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。
- 四、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。
- 五、若學生獲准退學後，三個月內仍未收到保證金餘額退款的通知，請致電或電郵至持續教育學院查詢。
- 六、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、其他收費及退費」。
- 七、大學保留修訂及闡釋上述規定的一切權利。

**Notes**

1. Students leaving the University should follow the clearance procedures specified below:
  - (i) Complete Sections I, II & III of this form and submit with copy of your Identity Card (both sides) to the School of Continuing Studies 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.
  - (ii) Complete all the other procedures as listed in the Sections on “Student Status” in the latest Student Handbook.
2. If application for withdrawal is submitted before class starts, all courses enrolled for the coming semester will be dropped upon approval by the Director of School of Continuing Studies.
3. 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.
4. A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
5. Students who are not informed about the refund of caution fee without 3 months after the application of withdrawal is approved should make enquiry to the School of Continuing Studies either by phone or email.
6. With regards to the Rules and Regulations for Withdrawal, please refer to the latest Student Handbook, Sections on “Student Status” and “Tuition Fees, Other Fees and Refund”.
7. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.