國立彰化師範大學語文中心
LANGUAGE CENTER, NATIONAL CHANGHUA UNIVERSITY OF EDUCATION

學員請假單 Request for Leave Form

單位留存 Kept in Language Center

班別 Class	□春季班 Spring Session □夏季班 Summer Session □秋季班 Fall Session □冬季班 Winter Session	
填表日 Date of filling in	/ /	
姓名 Name		電話 Mobile

課程名稱 Course	請假時間 Period of taking off		老師簽章 Teachers' Signature
	From / / to / / : - :		
	From / / to / / : - :		
	From / / to / / : - :		
請假理由 Reasons		共計 Total _____ 時 Hour	

1. 無論請假與否，請假均計入缺席時數。
   All classes that students miss will be counted as absent hours even if they have submitted a leave permit in advance.
2. 請於三日內填寫請假單，否則視為曠課。
   Students should fill out Request for Leave Form in 3 days, or they will be considered absent for the courses they have missed.
3. 學生缺課(含請假)總時數不得超過全學期上課時數的 30%。
   Students cannot miss more than 30% of the total class hours in a term.

負責人 核准		主管 複核	