**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 | | | | 教師Teacher | | 老師簽章  Teachers’ Signature |
|  | From / /  to / / : - : | | | |  | |  |
|  | From / /  to / / : - : | | | |  | |  |
|  | From / /  to / / : - : | | | |  | |  |
| 請假理由  Reasons | □公假 Official leave  □病假 Sick leave  □其他 Others \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | 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.   1. 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.   1. 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 | |  | | |

**學員請假單Request for Leave Form**

學生留存Kept by student

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| --- | --- | --- | --- | --- | --- |
| 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 | | | 教師Teacher | 老師簽章  Teachers’ Signature |
|  | From / /  to / / : - : | | |  |  |
|  | From / /  to / / : - : | | |  |  |
|  | From / /  to / / : - : | | |  |  |
| 請假理由  Reasons | □公假 Official leave  □病假 Sick leave  □其他 Others \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 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.   1. 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.   1. 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 |  | |