

銘傳大學學務處請假申請核准單 批號(No.) _____

MCU Student Affairs Division Leave Application

原班級代號： _____ 學號： _____

(Class No.) (Student I.D.)

學生姓名： _____ 請假別： _____

(Name) (Type of Leave)

請假期間：自 _____ 月 _____ 日 _____ 節起至 _____ 月 _____ 日 _____ 節
 (Leave from) (mo) (day) (period to) (mo) (day) (period)

上網請假序號 On-line Leave Application Serial No.	日期 Date	節次 Class Period	批 示 Approval
請假事由 Reason for Leave			轉簽意見 Comments
簽章：(家長、教官、導師、系主任其中任一即可) Signature: (A signature is required from one of the following: parent, class advisor, military training office or department director.)			

【紙本個資宣告】

本表單蒐集之個人資料，僅限於請假使用，非經當事人同意，不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。

The personal information collected on this form is used only for student affairs division leave application. Without student's express agreement, this information will not be used for any other purpose, nor will it be publicized, in accordance with the university's data storage and security control management procedures.

聯絡電話： _____
 (Contact Phone No.)

學生簽章： _____
 (Signature)