

温州肯恩大学学生休/退/复学须知

Notes for Leave of Absence, Dismissal, Withdrawal, Return to school

1. 两周及以上未参加任何校内教育教学活动，学校将发起强制退学。
If the student does not participate in any educational activities for two consecutive weeks or more, the university will start the compulsory dismissal procedure.
2. 休学原则上以一学年为单位，学校为休学学生保留学籍。学生应征入伍，学校保留其学籍至退役后两年。
The standard Leave of Absence lasts for one academic year, and the student will remain enrolled. If the student is enlisted, the enrollment will be kept till the third year after the student is decommissioned.
3. 学生因伤病休学、复学均须提供二甲以上医院诊断证明，方可办理。仅因伤病休学可以酌情考虑以半年为单位。
Medical certificates of diagnosis from hospitals of tier II first class or above are required for cases of medical leave & intent to return. Half a year period can only be considered in Medical Leave cases.
4. 学生休学期间不享受在校学生的待遇，不得参加学校组织的各种教育教学活动。
During the Leave of Absence, the student will not be eligible for any university services, and the student will not be allowed to participate in any educational activities.
5. 学期退课截止日期之后申请休学的，除因伤病休学外，不得再退当前学期所修课程。学期退课截止日期请详见校历。
Except medical leave cases, course withdrawal will not be accepted if the application is filed later than the withdrawal deadline. Please refer to the academic calendar for the withdrawal deadline information.
6. 学生需在复学前两个月以邮件形式向学生一站式服务中心（邮箱：onestopservice@wku.edu.cn）申请复学，提交离校手续及复学所需材料扫描件作为附件。连续休学的，休学总期限原则上不超过 2 年。休学期满未办理任何手续的，视为自动退学。
Two months before the due day of the Leave of Absence, the student shall apply for return or apply for continuation of the Leave of Absence by

sending email to onestopservice@wku.edu.cn. In addition, the student shall submit the document for leaving campus and the scanned copies of required materials as attachments. The overall leave of absence period shall be less than two years in principle. The student will be regarded as voluntary withdrawal from University if no application is filed.

7. 复学返校时，需携带离校手续及其他复学所需材料原件。
Please bring your form of Leaving University and relevant original materials when you returning to campus.

8. 若学生无自知力，将由学生家长代替学生签名。
If the student cannot sign for any reasons, the student's parents will sign in place of the student.

本人知晓并遵守以上规定。

I understand and comply with the above rules.

学生（签字）：
Student's Signature
年 月 日
Date