	華語文中心學生請假單(Student's Excuse Slip)
	填寫日期: 年 月 日
	(Year) (Month) (Date)
學生姓名	老師簽名
Student's	Teacher's
name	signature
事由	□ 遲到 (Late over 10 min.) □ 事假(Personal Business)
Absence reason	□ 病假 (Illness) □ 其他(Others)
請假日期	年 月 日至 年 月 日共Hours
Absent date	(Year / Month / Date) until (Year / Month / Date) (Total hours)
	\square MON (一) \square TUE(二) \square WED(三) \square THU(四) \square FRI(五)
請假時段	□08:10~10:00 □08:10~10:00 □08:10~10:00 □08:10~10:00
	□10:10~12:00 □10:10~12:00 □10:10~12:00 □10:10~12:00 □10:10~12:00
Absent hour	□13:40~15:30 □13:40~15:30 □13:40~15:30 □13:40~15:30
	□15:40~17:30 □15:40~17:30 □15:40~17:30 □15:40~17:30
	一. 請假單最遲應在缺課第三天交到辦公室, 否則以曠課論。
注意事項	The excuse slip must be handed in to the office at the latest on the third day
Notice	upon return to class. Otherwise it will be considered as unexcused absence.
	二. 病假連續三天以上(含),須附醫師診斷證明。
	If absent due to illness for more than 3 days (including 3 days), need to submit a
	proof of diagnosis or treatment.
	※ 本請假單僅為中心存檔用,缺席時數仍會記錄於在學證明
	上;因缺課問題而導致無法辦理居留證或延長簽證,學生須自
	行負責。
	The excuse slip is only for internal records of Center of Chinese Language
	and Culture. All absence hours will still show on registration record. The
	students should take full responsibility if their absence causes any trouble with
	visa extension or ARC application.

	華語文中心學生請假單(Student's Excuse Slip)
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	(Year) (Month) (Date)
學生姓名	老師簽名
Student's	Teacher's
name	signature
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Absence reason	□ 病假 (Illness) □ 其他(Others)
請假日期	年 月 日至 年 月 日共Hours
Absent date	(Year / Month / Date) until (Year / Month / Date) (Total hours)
	\square MON (一) \square TUE(二) \square WED(三) \square THU(四) \square FRI(五)
生加吐机	□08:10~10:00 □08:10~10:00 □08:10~10:00 □08:10~10:00
請假時段	□10:10~12:00 □10:10~12:00 □10:10~12:00 □10:10~12:00 □10:10~12:00
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