**文藻外語大學大學部四技共同英文**□期中□期末**考試請假單**

Wenzao Ursuline University of Languages 4-Year College □Mid-term□Final Exam

Leave Application Form

申請日期： 年 月 日

Application Date: yyyy mm dd

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| 班級  Class | | |  | | | | 學號  Student ID Number | |  | | | 姓名  Name | | |  |
| 請假  天（節）數  Days (Periods) of Leave | | | 天(Days)  節(Periods) | | | | 聯絡電話  Contact Phone Number | |  | | | | | | |
| 事由  Reason | | |  | | | | | | | | | | | | |
| **請假明細**Details about Leave | | | | | | | | | | **擬補考時間**Time of Make-up Exam | | | | | |
| 年  Year | 月  Month | 日  Day | | 星期  Week | 節次  Period | 考試科目  Test Subject | | | 任課教師Instructor | 年  Year | 月  Month | | 日  Day | 星期  Week | 時間Time |
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| 英語教學中心承辦人  Processed by Staff, CELT | | | | | | | | 英語教學中心主任  Approved by Director, CELT | | | | | | | 成績核算  Grade Calculation |
|  | | | | | | | |  | | | | | | | **□成績八折計算**  **20% Discount** |

**＊黑色粗框內請勿填寫Please do not write inside the black box.**