**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.**