

# ADD/DROP FORM 加退選表格

| Year : _____                                             |                   | Semester : _____   |                | Program 科系 : _____                   |                         |
|----------------------------------------------------------|-------------------|--------------------|----------------|--------------------------------------|-------------------------|
| Student Name: _____                                      |                   | 學生姓名 : _____       |                | SID# 學號 : _____                      |                         |
| ( 以上欄位資料請填寫清楚 , 以免延誤或被退回, 以下課程務必註明, 是要加課還是退課, 實體還是線上課程 ) |                   |                    |                |                                      |                         |
| Campus                                                   | Add credit<br>加學分 | Drop credit<br>減學分 | Course #<br>課號 | Course name/ Description<br>中/英文課名   | Primary Faculty<br>授課老師 |
| LES                                                      | +2                |                    | APS541         | 護教學 Apologetics ( 實體課 )              | 好老師 Dr. Hao             |
| LES-Syn                                                  |                   | -2                 | APS541-S       | 護教學 Apologetics -Synchronous ( 同步課 ) | 好老師 Dr. Hao             |
| <b>Main campus 加州校本部實體課程</b>                             |                   |                    |                |                                      |                         |
| LES                                                      |                   |                    |                |                                      |                         |
| LES                                                      |                   |                    |                |                                      |                         |
| LES                                                      |                   |                    |                |                                      |                         |
| <b>LES Online Synchronous Class 加州校本部線上同步課程 - S</b>      |                   |                    |                |                                      |                         |
| LES-Syn                                                  |                   |                    |                |                                      |                         |
| LES-Syn                                                  |                   |                    |                |                                      |                         |
| LES-Syn                                                  |                   |                    |                |                                      |                         |
| <b>Chicago Campus course 芝加哥分校課程 - O</b>                 |                   |                    |                |                                      |                         |
| Chicago                                                  |                   |                    |                |                                      |                         |
| Chicago                                                  |                   |                    |                |                                      |                         |
| <b>Chicago Online Synchronous Class 芝加哥分校線上同步課程 - S</b>  |                   |                    |                |                                      |                         |
| IL-Syn                                                   |                   |                    |                |                                      |                         |
| IL-Syn                                                   |                   |                    |                |                                      |                         |
| <b>E-CAMPUS online course - 網路課程 (非同步) - EL</b>          |                   |                    |                |                                      |                         |
| E-Campus                                                 |                   |                    |                |                                      |                         |
| E-Campus                                                 |                   |                    |                |                                      |                         |
| <b>Others /Th.M. /Ph.D. 其他課程</b>                         |                   |                    |                |                                      |                         |
|                                                          |                   |                    |                |                                      |                         |
|                                                          |                   |                    |                |                                      |                         |

|                                   |              |
|-----------------------------------|--------------|
| Student Signature 學生簽名與日期 : _____ | Date : _____ |
|-----------------------------------|--------------|

submit form to **registration@les.edu**

**Office Use :**  

|                       |               |             |
|-----------------------|---------------|-------------|
| 加/ 退合計 (     ) 學分     | Tuition Fee : | Other Fee : |
| Total Charge/Credit : | Received by : | Date :      |

逾期加退課/換課,每一門課手續費\$30 will be charged on your Populi account ( 請看註冊須知 )  
 各類獎助學金不支付退課後的 % 手續費/罰款 (學生得自己承擔退課的手續費/罰款)  
 Administration fee is non-refundable after the registration period.

| Tuition Refund for Master/PhD semester courses : ( 學期課程 ) |      |                          |     |
|-----------------------------------------------------------|------|--------------------------|-----|
| Friday of the 1th week                                    | 100% | Friday of the 7th week   | 40% |
| Friday of the 3rd week                                    | 80%  | After the 7th week       | 0%  |
| Friday of the 5th week                                    | 60%  | 自第8 週起退課, 有學籍紀錄W/P 或 W/F |     |

  

| Tuition Refund for Master Intensive courses : ( 密集課程 ) |      |                          |     |
|--------------------------------------------------------|------|--------------------------|-----|
| End of the first class                                 | 100% | End of the third class   | 60% |
| End of the second class                                | 80%  | After of the third class | 0%  |