

**國立高雄餐旅大學圖書館  
研究所休學生借閱證申請單**

**NKUHT Library Card Application Form  
(For Suspended Graduate Students)**

申請日期 Application Date: \_\_\_yyyy\_\_\_ 年 Year / \_\_\_mm\_\_\_ 月 Month / \_\_\_dd\_\_\_ 日 Day

<b>學號</b> Student ID No.		<b>姓名</b> Name	
<b>研究所</b> Graduate Institute	<input type="checkbox"/> 碩士班 Master' s Program <input type="checkbox"/> 博士班 Doctoral Program	<b>聯絡電話</b> Contact Number	
<b>E-mail</b>			
<b>通訊地址</b> Address			
<b>使用期限與 費用</b> Validity Period & Fees	<p>自 ____ 學年度 <input type="checkbox"/>上學期<input type="checkbox"/>下學期 至 ____ 學年度 <input type="checkbox"/>上學期<input type="checkbox"/>下學期 止</p> <p>From _____ Academic Year <input type="checkbox"/>1st Semester <input type="checkbox"/>2nd Semester to _____ Academic Year <input type="checkbox"/>1st Semester <input type="checkbox"/>2nd Semester</p> <p>使用費共 <input type="checkbox"/> 一學期新臺幣 500 元 / <input type="checkbox"/> 一學年使用費新臺幣 1,000 元</p> <p>Library Fee: <input type="checkbox"/>NT\$500 per semester / <input type="checkbox"/>NT\$1,000 per academic year</p> <p>※ 申請期間若辦理離校，經本館核章後即中止使用權限</p> <p>If the applicant leaves the university during the application period, library access will be terminated upon library verification.</p> <p>※ 期滿且無違規事項可續辦。本館保留核准之權利，中途終止者不得主張退還 使用費。</p> <p>Renewal is permitted upon expiration if there are no violations. The library reserves the right of final approval. No refunds will be issued for early termination of services.</p>		

本區由館員填寫 (This section is to be filled out by the librarian.)

收款人

附件

- 保證金收據影本，續辦免繳  
使用費收據影本

備註

保證金收據請浮貼於下方↓

擇一填寫

Required:

Select one

- 以下條件二擇一 Please select one of the following options:

- 繳交保證金新臺幣 2,000 元，續辦時免重複繳交

Pay a deposit of NT\$2,000; no additional deposit is required for renewals.

- 經指導教授及所辦公室簽章，免繳保證金

Exempt from deposit with the signature/seal of the thesis advisor and the graduate institute office.

申請者應在離校前歸還所借資料及結清款項。若未知會本館而有未結清事項，需由指導教授負連帶責任。

Applicants must return all materials and settle all payments before leaving NKUHT. If there are unsettled matters and the library was not notified, the thesis advisor shall be held jointly responsible.

指導教授親簽

Advisor' s Signature : \_\_\_\_\_

研究所核章

Graduate Institute Seal : \_\_\_\_\_

其他說明

Other

Instructions

※最多可借圖書 5 冊，借期 28 天，可預約續借及使用電子資源。圖書逾期、損毀、遺失等其他未盡事宜依本館相關規定辦理。

Up to 5 books may be borrowed for 28 days. Reservations, renewals, and access to electronic resources are permitted. Issues regarding overdue, damaged, or lost books will be handled according to library regulations.

※逾期罰款金額累計逾保證金額度時，本館得沒收保證金並取消借閱權利，所借資料依法定程序催還。

If total overdue fines exceed the deposit amount, the library reserves the right to forfeit the deposit and revoke borrowing privileges. Borrowed materials will be recovered through legal procedures.

※復學或退學後，請填寫「借書證保證金申退申請表暨領款收據」，歸還收據（當時辦證的保證金收據），並附上身份證影本、銀行或郵局存簿封面影本 1 份，退還之保證金將無息由本校匯入帳戶，恕無法退還現金。

After resuming studies or withdrawing from NKUHT, please complete the "NKUHT Library Deposit Refund Application & Receipt for Library Card" You must return the original deposit receipt and provide a photocopy of your ID and bank/postal passbook cover. The deposit will be refunded via interest-free bank transfer; cash refunds are not available.

※申請人已詳閱以上說明，並保證遵守相關借閱規則。

The applicant has read the above instructions in detail and guarantees to abide by all relevant borrowing regulations.

申請者本人親簽

Signature : \_\_\_\_\_