

國立臺東大學 華語中心

National Taitung University Chinese Language Teaching and Study Center

退費申請表 Refund application Form

學員編號 Student Number		申請日期 Date for refund application	/ /
姓 名 Name		國籍 Nationality	
身分證/居留證字號 ID Number			
退費班次名稱 Name of the course to be refunded			
退費原因 (請詳述) Reason for refund (please elaborate)			
退費狀況 Refund states	<p>* 本中心退費辦法依教育部「專科以上學校推廣教育實施辦法」辦理。 Handled according to the "Implementation Measures for the Extension Education of Colleges and above".</p> <p>* 退費僅限學費，不包含註冊費、保險費、教材費等。 Refund is only applicable to tuition fees and don't include registration fees, textbook fees, insurance and so on.</p> <p>* 若為不可抗力之原因，需在事件發生一周內提出申請。 If it's unresistible factors , please submit within one week after the occurrence of the event.</p>		
	請勾選符合的狀況 Please tick if it meets the circumstances		
	<input type="checkbox"/> 未開班(人數不足或已滿) *請於開學前七日申請 The class did not opened.(insufficient number of people or no vacancy) *please submit the form seven days before the start of the semester. <input type="checkbox"/> 全額退款 Full Tuition Refunds. <input type="checkbox"/> 保留至下一學期(僅保留一學期) Save the space for next semester only .		
	<input type="checkbox"/> 已有課程但尚未上課 (全額退款) *應於開課前申請 Making the payment and before the course starts. *please submit the form before the start of the course. (All of the tuition fee will be refunded.)		
<input type="checkbox"/> 開始上課但未達全期授課時數三分之一 (退學費五成) Taking less than one-third of the course after the course started. (50% of the tuition fee will be refunded.)			

*若無符合情況，請提出書面說明，交由本中心核可。If no circumstances meet, please submit the written statements for us to approval.

退款帳戶 Passbook Number	金融機構名稱 Name of Financial Institution	
	分行名稱 Branch name	
	帳號 Account number	
	帳戶名稱 Account name	
	BSB code /Swift code	
	住址 Address	
	電話 Phone number	

*國際匯款包含三方（匯款方、中轉方、受款方）手續費，匯款方手續費由本中心負擔，您需負擔中轉方及受款方手續費。其中中轉方手續費將從匯款金額中扣除，受款方手續費依照各銀行規定有所不同。

*International wire transfers include three transaction fees (the remitter, the intermediary, and the beneficiary). NTTUCLTSC will pay the remitter.

You are responsible for bearing the transaction fees for the intermediary and the beneficiary. The intermediary's fees being deducted from the amount refunded, and the transaction fees for the beneficiary may vary depending on the regulations of their respective banks.

原繳納學費 Original Tuition Fee Amount Paid	
銀行中轉行手續費 Bank transfer fee *大約 15-20 美金。It cost about USD\$15-20.	*此費用將從您的學費扣除。This handing charge will deduction form the transfer fee.
應退款金額 Amount Refunded	大約 almost NT\$ (USD\$)

***申請退費時，須附上退款帳戶影本。Plelase attach the copy of passbook when you submit the application form.**

*若為**不可抗力之因素**，請於事件發生後一周內、填寫表單並詳細說明原因，將申請書、繳納學費之收據以及證明資料交至本中心。If it's **unresistible factors** ,please complete the form and provide a detailed explanation of the reasons within one week after the occurrence of the event, and submit the application, the receipt of tuition payment, and supporting documents to us.

*退費申請時間以本中心收到申請文件時間為準，並在核可後 7 到 10 天進行退費程序。The date for refund application is based on the receipt of the application documents by this center, and the refund process will be carried out 7 to 10 days after approval.

學員簽章 Student' s Signature	主任核章 Supervisor' s Approval

匯款代領切結書

Affidavit Letter of representing the refund

_____（學員姓名）同意國立臺東大學華語中心將學費退款匯入

_____（代領人姓名）之帳戶，並自行負擔手續費。

_____ (the name of the student) agrees the Chinese Language Teaching and Study Center of National Taitung University to transfer the refund of the tuition fee to the account of _____ (the name of the representative), and bears the transaction fees.

學員簽名 Student's Signature：

身分證字號 ID Number：

代領人簽名 Representative's Signature：

身分證字號 ID Number：

中 華 民 國

年

月

日