

國立臺北教育大學華語文中心

National Taipei University of Education
Chinese Language Education Center

退費申請表/Refund Application

學員姓名 Name of the student		聯絡電話 Contact Number	日/Day:
身分證號/統一證號 ID Number			夜/Night:
班別名稱 Class			行動電話/Mobile:

◎退費帳號/Refund Account

1.請擇一填寫學員本人開戶之帳號/Please use **an account with the student's own name**)

2.如學員為兒童或青少年，請填寫家長之帳戶資料並簽名。

If you are seeking a refund for Children' class, please provide the **parent's information**:

家長姓名/Name of the Parent : _____

家長身分證字號/Parent's ID number : _____

銀行 Bank	銀行名稱/Name :	郵局 Postal Office	郵局名稱/Name :
	分行名稱/Branch :		局號/Branch Number :
	帳號/Account :		帳號/Account :

◎申請退費原因 (敬請告知辦理退費原因，以利參考改進，謝謝！)

Reason for Refund (**Please provide in brief for future reference.**)

1.個人因素/Personal Reason

2.課程內容不適合/Class not suitable

3.任課教師不理想/Teacher not up to expectation

4.因簽證、居留證無法延期，須返國/Need to return to home country due to visa etc.

5.其他/Other: _____

◎申請人簽章/Applicant's signature : _____

申請日期/Date(YY/MM/DD): _____

◎辦理方式/How to apply :

※繳交當時現場報名時匯款收據或現場繳費收據方可辦理退費。

You will need to **provide the receipt.**

※繳交帳戶存摺局號、帳號資料證明影本。

You need to provide the account number, information, and a photo copy of the bank statement.

※繳交「退費申請表」請擇一辦理：【申請表資料填寫不全者，恕無法辦理】。

Please choose one of the following method for refund : **【We do not accept incomplete applications】**

1.親自辦理：請交至本校華語文中心辦公室（篤行樓2樓Y202室）

In person: Please go to CLEC office at Du-Xing Building, Y202)

2.傳真/ By Fax：02-27325950

3. E-mail 申請/ By E-mail:cleccamp@tea.ntue.edu.tw

4.郵寄辦理：106 台北市大安區和平東路2段134號篤行樓2樓Y202室

By Mail：Rm Y202, Du-Xing Building, 134 Section 2, He-Ping Rd. W., Da-an District, Taipei City 106

※相關事項洽詢：02-27321104 分機 82025、82026、83331 或 83335（華語文中心）

Contact us at：02-27321104*82025、82026、83331 or 83335（Chinese Language Education Center）

以下欄位由華語文中心填寫/Please do not fill out the form below.

◎退費標準/Refund Regulation：

1.因課程延後開課，無法參加，退報名費及學費全額。

Unable to attend due to **late start of classes**; will return full fees and registration fee.

2.於開課日前申請，退還學費九成，報名費不退還。

Applied for refund before the start of classes; will return 90% of fees, without registration fee.

3.自開課日算起未逾全期三分之一提出申請，退還學費二分之一，報名費不退還。

Applied for refund after the start of classes, but attended 1/3 or less of the class; will return 1/2 of fees, without registration fee.

4.因簽證、居留證問題無法在台居留，退報名費及學費全額。

Unable to stay in Taiwan due to visa; will return full fees and registration fee.

※退費方式一律採匯款方式辦理；作業時間約 **10** 個工作天。

All refunds will be conducted through electronic transfer; approximately 10 working days.

1.符合退費標準，同意退費，退費金額計算如下：

Applicable for refund, amounts are as follow:

報名費/Registration fees：_____

學費/School fees：_____

合計/Total：_____

2.不符合退費標準，不同意退費

Not applicable for refund.

承辦人/Undertaker：_____

中心主任/Director：_____

教務長/Dean：_____