

退費申請書 Tuition Refund Application Form

更新日：2020/3/23

中文姓名 Chinese name		身分證字號/統一證號 ID NO. (或居留證號 or ARC NO.)	
英文姓名 English name		護照號碼 Passport NO.	國籍 Nationality
電話 Telephone		電郵 E-mail	
班別 Class	<input type="checkbox"/> 華語班 Chinese Course (<input type="checkbox"/> 春 Spring <input type="checkbox"/> 夏 Summer <input type="checkbox"/> 秋 Fall <input type="checkbox"/> 冬 Winter) <input type="checkbox"/> 師資班 (<input type="checkbox"/> 一般：____期 <input type="checkbox"/> 進階：____期) <input type="checkbox"/> 其他：		
退費原因 Reason for refund	<input type="checkbox"/> 上課時間無法配合 Class time conflict <input type="checkbox"/> 課程不符合需求 Class unsatisfying <input type="checkbox"/> 其他 Others：_____		
退費規定 Refund Policy	<input type="checkbox"/> 若因招生不足或非歸咎於學員之事由，致無法開課，無息退還已繳費用。 If the class is not open because there are fewer students enrolled than it is required or because of other reasons which has nothing to do with students, all the fees which are already paid will be refunded. <input type="checkbox"/> 開課前申請退費者，退還已繳學費 90%。 Students who submit refund application after they make the payment and before the course starts are entitled to a 90% refund of the tuition. <input type="checkbox"/> 自實際上課之日算起，未逾全期授課時數 1/3 申請退費者，退還已繳學費 50%。 Students who submit refund application before passing the first third of the course are entitled to a 50% refund of the tuition. <input type="checkbox"/> 因國際匯率產生差額，故退還溢繳學費金額。 Due to the difference in international exchange rates, the amount of tuition fees paid will be refunded. *實際上課之日算起，已逾全期授課時數 1/3 者，不得申請退費。 There will be no refund after the first third of the course. *因故無法開課之班別外，報名費概不退還或保留。 Except for the situation mentioned in point 1, there is no refund for the application fee.		
須繳交資料 Information	<input type="checkbox"/> 收據正本 Receipt [或 <input type="checkbox"/> 收據遺失證明 與 收據存根聯影本] <input type="checkbox"/> 身份證 ID Card 或 or <input type="checkbox"/> 統一證號 ID NO. 或 or <input type="checkbox"/> 居留證 ARC Card <u>正反面</u> 影本 Photocopy of both sides <input type="checkbox"/> 護照影本 Passport photocopy <input type="checkbox"/> 學生證正本 Student ID card		
退款方式 Reimbursing	<input type="checkbox"/> 國內匯款：銀行/郵局存摺封面影本 Photocopy of the cover of your Taiwanese bank / post office account book *匯款手續費 30 元將由退費款項內扣除。(郵局、華南銀行、玉山銀行免匯款手續費) A handling fee TWD30 will be charged from your refund if your bank account is not China Post, Hua Nan Bank or E. Sun Bank. <input type="checkbox"/> 現金： <input type="checkbox"/> 現金退費領款收據 Receipt for Cash Refund <input type="checkbox"/> 離臺機票證明 A booking record of the flight departing		
退費金額 Refund	擬依規定退還新臺幣 _____ 元整 According to the refund policy, TWD _____ will be refunded.		

****本人已確實了解，退費後，我必須去移民署更新簽證，不得以在本中心就學為由，續留國內。**

I understand that I have to renew VISA and cannot stay in Taiwan for the purpose of studying at CLD after refund.

申請者簽名 Signature of the Applicant : _____ 日期 date : _____

中語組經手人 CLD Staff : _____ (簽章) 日期 date : _____ (簽章後影印一份給退費者)