

# 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	陳威豪	聯絡電話 Contact Number	日/Day:
身分證號/統一證號 ID Number	315934828		夜/Night:
班別名稱 Class	10909H8 時代華語四下		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 : 永豐銀行	郵局 Postal Office	郵局名稱/Name :
	分行名稱/Branch : 北三重分行		局號/Branch Number :
	帳號/Account : 158-018-0006367-9		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: \_\_\_\_\_ 班級人數不足未能開班

◎申請人簽章/Applicant's signature : \_\_\_\_\_

申請日期/Date(YY/MM/DD): \_\_\_\_\_ 2022.5.31

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 :           0          

學費/School fees :           25000          

合計/Total :           25000          

◎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 :** \_\_\_\_\_

◎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: [clec@tea.ntue.edu.tw](mailto:clec@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)