



# National Taipei University of Education

## Chinese Language Education Center

### Refund Application

Name of the student		Contact Number	
ID Number			Day:
Class			Night: Mobile:
◎ Refund Account ( Please use <b>a account with the student's own name</b> )			
If you are seeking a refund for Children' class, please provide the <b>parent's information</b> : Name of the Parent : _____ Parent's ID number : _____			
1. Bank	Name :	2. Postal Office	Name :
	Branch :		Branch Number :
	Account :		Account :
◎ Reason for Refund ( <b>Please provide in brief for future reference.</b> )			
<input type="checkbox"/> 1. Personal Reason <input type="checkbox"/> 2. Class not suitable <input type="checkbox"/> 3. Teacher not up to expectation <input type="checkbox"/> 4. Need to return to home country due to visa etc. <input type="checkbox"/> 5. Other:			
◎ Applicant's signature :		Date(YY/MM/DD):	
Please do not fill out the form below.			
◎ Refund Regulation :			
<input type="checkbox"/> 1. Unable to attend due to <b>late start of classes</b> ; will return full fees and registration fee. <input type="checkbox"/> 2. <b>Applied for refund before the start of classes</b> ; will return 90% of fees, without registration fee. <input type="checkbox"/> 3. <b>Applied for refund after the start of classes, but attended 1/3 or less of the class</b> ; will return 1/2 of fees, without registration fee. <input type="checkbox"/> 4. <b>Unable to stay in Taiwan due to visa</b> ; will return full fees and registration fee. <b>※All refunds will be conducted through electronic transfer; approximately 10 working days.</b>			
<input type="checkbox"/> 1. Applicable for refund, amounts are as follow: Registration fees : _____ School fees : _____ Total : _____ <input type="checkbox"/> 2. Not applicable for refund.		<b>Chief of Unit :</b>	
<b>Undertaker :</b>			
◎ How to apply :			
※ You will need to provide the receipt. ※ You need to provide the account number, information, and a photo copy of the bank statement. ※ Please choose one of the following method for refund : <b>【 We do not accept incomplete applications 】</b> 1. In person: Please go to CLEC office at Du-Xing Building, Y202) 2. By Fax : 02-27325950 3. By Mail; : Rm Y202, Du-Xing Building, 134 Section 2, He-Ping Rd. W., Da-an District, Taipei City 106 ※ Contact us at : 02-27321104*82025、82026、83331 or 83335 ( Chinese Language Education Center )			