

華語中心退費表格 Refund Request Form

中文姓名 Chinese Name	英文姓名 English Name
國籍 Nationality	退費學期 Course Period
退費原因 Reasons for refund	
全額退費 Full Tuition Refunds	<input type="checkbox"/> 1. 不能申請或延長簽證，決定三個月內不回台就讀者。My student visa application or extension was rejected and I decide not to return to Taiwan within 3 months. <input type="checkbox"/> 2. 所交學費的班級，本中心未能如期開課。The school did not open the class that I registered for. <input type="checkbox"/> 3. 上學期總成績未達 60 分，被學校退學。I did not meet the pass grade requirement of at least 60% and was expelled from the university. <input type="checkbox"/> 4. 缺課超過 30 小時，被學校退學。I was absent for more than 30 hours of class time and was expelled from the university.
部份退費 Partial Tuition Refunds	<input type="checkbox"/> 1. 開課前申請退費，學費可退 90%。If requested before the classes start, 90% of tuition fees will be refunded. <input type="checkbox"/> 2. 開課第四個星期五以前申請退費，學費可退 50%。If requested before the fourth Friday of a term, 50% of tuition fees will be refunded. <input type="checkbox"/> 3. 開課第四個星期五以後申請退費，學校不退還任何費用。No refunds will be granted after the fourth Friday of a term.
應備文件 Requirements	<input type="checkbox"/> 收據 Receipt <input type="checkbox"/> 護照影本 Passport Copy <input type="checkbox"/> 簽證影本 Visa/ARC Copy <input type="checkbox"/> 機票影本 Plane Ticket

委任人:

學生簽名(Signature of student) :

日期(Date) :

法定代理人簽名(Signature of legal representative) :

日期(Date) :

受任人簽名(Signature) :

日期(Date) :

以下由辦公室填寫 Office Use Only			
審核結果	<input type="checkbox"/> 可退費，退費金額 \$ _____。 <input type="checkbox"/> 不可退費。 <input type="checkbox"/> 備註。		
經辦人簽名		退費日期	

