**國立彰化師範大學語文中心**

**Language Center, National Changhua University of Education**

**學員退費申請表Refund Application Form**

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| 學員編號Student Number |  |
| 姓　　名Name |  |
| 身分證字號ID Number |  |  |  |  |  |  |  |  |  |  |
| 戶籍地址Address |  |
| 退款帳號（限學員本人帳戶）Passbook Number（Must be student’s personal account） | 郵局Post office：⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜－⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜※建議使用郵局帳戶，若無則填其他金融機構帳號並自行負擔轉帳手續費。※It is recommended to use a post office account. If not, fill in the account of another financial institution and pay the transfer fee by yourself. |
| 金融機構名稱Name of financial institution |  |
| 分行名稱Branch name |  |
| 帳號Account Number |  |
| 退費班次名稱Name of the course to be refunded |  |
| 退費原因（請詳細說明）Reason for Refund（Please elaborate） |  |
| 退費申請日期Date of Refund Application |  |

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| 退費情況Refund Status | 符合請打勾（依據「專科以上學校推廣教育實施辦法」辦理）Please tick if it meets the circumstances (handled according to the "Implementation Measures for the Extension Education of Colleges and above"* 未開班（退還全額學費、教材費，報名費不退）

Class cancelled (full tuition fee and teaching material fee will be refunded. Registration fee is non-refundable.)* 報名後上課前（退還學費九成，報名費不退）

After registration, before the class (90% of the tuition fee will be refunded. Registration fee is non-refundable.)* 上課後未逾三分之一（退還學費五成，報名費不退）

Taking less than one-third of the classes after the course started (50% of the tuition fee will be refunded. Registration fee is non-refundable.)* 教材費（限領取當日，且為全新、無摺痕或劃記者）

Teaching material fee (only on the day of collection, and it should be brand new, without creases or scribes) |
| 原繳納學費Original Tuition Fee Amount Paid | 新台幣 萬 仟 佰 拾 元整 |
| 原繳納教材費Original Teaching material Amount Paid | 新台幣 萬 仟 佰 拾 元整 |
| **退費金額****Amount Refunded** | **新台幣 萬 仟 佰 拾 元整** |

申請退費注意事項Notes on application for refund

1. 請檢附**繳款收據正本**及**郵局存簿封面影本**。

Please attach the original payment receipt and the copy of cover of the post office passbook.

1. 退款帳戶限學員本人帳戶。

Refund account is limited to student's own account.

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| 學員簽章Student’s Signature | 主管核章Supervisor’s Approval |
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**切結書Affidavit Letter**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（學員姓名）因無郵局或任何金融機構之帳戶，同意將學費之退款匯入\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（代領人姓名）之帳戶，並自行負擔跨行轉帳手續費。

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the name of the student) has no account at the post office or any financial institution, and agrees to transfer the refund of the tuition fee to the account of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the name of the representative), and bears the interbank transfer fee.

學員簽名Student’s Signature：

身分證字號ID Number：

代領人簽名Representative’s Signature：

身分證字號ID Number：

中華民國　　　　　　　年　　　　　　　月　　　　　　　日