**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