**代辦委託書Letter of Authorization**

本人(姓名) 因故無法親自前來辦理 ，

茲委託 君持本委託書及繳納所需之預繳款項，若後續無法至貴校就學，亦同意先退回預繳款項至受委託人帳戶，如有虛偽不實及任何紛爭，本人願負相關法律責任。

I (name) cannot come in person due to the following reason,

, hereby authorize who hold this letter of authorization to pay the required prepayment. If I am unable to attend the course at your school in the future, I also agree to return the prepayment to the client’s account first. If there is any false information or any disputes, I am willing to bear relevant legal responsibilities.

**此致 國立彰化師範大學National Changhua University of Education**

委託人Principal

姓名Name: （簽名或蓋章）（Signature）

身分證字號(護照號碼) Identification Number(Passport Number):

戶籍(通訊)地址Permanent(Billing)Address:

電話Telephone Number： 手機Cellphone Number:

受委託人 (受委託人請攜帶身分證、印章)

Proxy (Please bring Identification Card and stamp)

姓名Name: （簽名或蓋章）（Signature）

身分證字號Identification Number(Passport Number):

戶籍(通訊)地址Permanent(Billing)Address:

電話Telephone Number： 手機Cellphone Number:

與委託人關係Relationship to the Principal:

中 華 民 國 年 月 日