

xué shēng
學 生

shǒu cè
手 冊

The logo is circular and features a central bell. Below the bell are two stylized figures sitting at a table. The text 'NATIONAL TAIWAN UNIVERSITY' is written in an arc at the top, and 'Chinese Language' is written in an arc at the bottom. In the center, there is Chinese text: '臺灣大學語文中心'.

**Student
Manual**

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Office hours: 08:00~12:00 13:00~17:00 (Mon. ~ Fri.)

國立臺灣大學文學院 語文中心中國語文組 106 臺北市大安區辛亥路 二段 170 號 2 樓 222 室	Chinese Language Division Language Center National Taiwan University Room 222, 2F, No.170, Sec.2, XinHai Rd, Taipei, Taiwan, 106. R.O.C.
TEL: 886-2-33663417 // FAX:886-2-83695042 Email: cld222@ntu.edu.tw http://cld.liberal.ntu.edu.tw Facebook: http://www.facebook.com/NTU.CLD	

本冊內容中英文的文義解釋如有差異，以中文為主。

In case of discrepancies between the Chinese version of this manual and English translation, the Chinese version shall prevail.

上課須知

1. 上課時間：每節課五十分鐘，兩節課之間有十分鐘的休息時間。
2. 遲到：上課鈴響二十分鐘，若無一學生出席，老師得離開教室在休息室內待命。若第二堂課上課鐘響後仍無學生到課，當日課程取消，不需補課。
上課遲到逾二十分鐘者，該節以缺課論。若老師遲到，則需負責補課。
3. 假日：本中心依照行政院人事行政總處所公告之行事曆，國定假日一律放假。
4. 停課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件時，本中心將依據臺北市政府指示停課。
5. 補課：如因前述原因停課，將由各班教師與學生協調補課方式，每期至多補課 2 次，而第一次停課與發生在學期末三週的停課將不補課。
6. 在語文中心，請一律使用華語。
7. 外籍學生須修習華語課程滿一年以上方得申請工作證，主責單位：「勞動力發展署」。未經許可而有非法打工之情事，一經查獲將立刻通知主管單位取消其簽證資格。

勞動力發展署 Workforce Development Agency : <http://www.wda.gov.tw/>
8. 學員如有任何學籍變更之情事〔如：未報到、休退學、退費等〕，本組將副知相關單位〔如：教育部、外交部領事事務局、內政部入出國及移民署〕。

請假

1. 學生因事不能來上課，一定要填寫「請假單」，並經任課老師簽名；請假時數亦列入缺課時數。
2. 學生缺課（含請假）總時數不得超過全學期上課時數的 25%。（12 週課程為 45 小時，10 週課程為 38 小時。）

※ 獎學金生單月缺課（含請假）達 12 小時（含）以上者停發一個月獎學金，且缺課總時數不得超過全學期的 25%。

亦即，獎學金生單月缺課（含請假）達 12 小時，即扣發一個月獎學金。

3. 缺課時數超過規定者，下期不予升級，本組得視情況拒絕該生下期之入學申請。

※ 語文中心及教師不提供請假單影本以外之證明。

※ 因缺課問題而導致無法辦理居留證或延長簽證，或因此影響獎學金受獎權益，學生須自行負責。

成績單及結業證書

每期課程結束後，學生得申請成績單及結業證書。但該生若缺少期中測驗、期末測驗或結業成績未達規定（總平均分數低於 70 分），或缺席時數超過規定，則不發予結業證書。

成績單及結業證書應於課程最後一週或學生離校前，於本組辦公室申請，學生提出申請後始受理。如需郵寄，需繳交 NT200 元郵資，本組將於課程結束後約 50 天，統一以掛號寄出。

※結業證書將載明學生姓名、修業期間及時數，但不授予學分。

※插班生無結業証書，僅核發成績單。

※ 總平均分數計分方式：

1. 出席暨課程參與 20%
2. 平時考試 20%
3. 期中考 20%
4. 期末考 20%
5. 作業 20%

續讀

續讀手續：

本組於每季期末進行續讀調查，欲續讀之學員無須重複報名手續，只需在規定期限內，依規定完成線上登記（<http://cld.liberal.ntu.edu.tw/cld.html>），並繳清學費即可。

※ 繳費請於指定繳費期間的上班日 **下午 3:00 前** 至本組辦公室繳費。

升降級規定

1. 續讀資格：

若學生有下列任一情形，本組得視情況不接受下一期的人學申請。

若學生因此而需退費，一切均依本組退費規定辦理。

- 1) 期末學期總平均分數未達 70 分
- 2) 連續 2 學期遭降級
- 3) 缺席時數超過規定

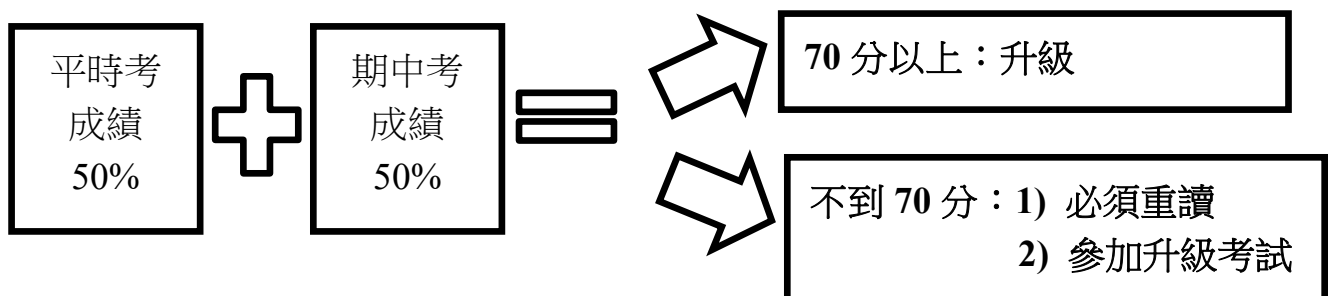
2. 升降級規定：

若學生成績至春、夏、秋季第 9 週、冬季第 7 週為止，其平時考成績（50%）及期中考成績（50%）加總平均後，總分未達 70 分者，教師將主動告知學生必須降級。

降級程度視學生程度及排課狀況由本組決定。

學生如有異議，請向授課教師提出希望參加升級考試（春、夏、秋季於第 11 週、冬季於第 9 週舉行），考試通知/須知將在考試前一週統一由辦公室寄發。學生最後是否能升級，將依升級考試決定（達 70 分則可升級，反之必須降級），降級後程度亦依升級考試決定，而非依學期總成績決定。

* 降級生於換班週若有換班需求，程度往上以 3 課為限。



退學規定

學生個人有下列各款情形之一者，本組得勒令退學，並通知內政部入出國及移民署，且本組有權拒絕該生下期之入學申請。

- 一、 毆打教職員、同學。
- 二、 破壞公物，情節嚴重。
- 三、 蓄意傷人，情節嚴重。
- 四、 因個人因素影響校園安全或課程進行，情節嚴重。
- 五、 有觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實者。
- 六、 其他特殊情形經中心主管會議認可者。

班級調整

時間：自第 2 個上課日起，至第 5 個上課日下午 5:00 止，為期 4 個上課日。

*第 1 個上課日請至原班上課，不開放旁聽。

步驟：

1. 請先至辦公室領「申請換班流程表」。
2. 請取得原班教師及新班教師同意並於流程表上簽名，只能到班表上未滿 7 人的班級旁聽，且 1 個班只能旁聽 1 個小時。
3. 如欲換班，換班與否，由原班教師及新班教師決定，並需取得兩位教師同意與簽名，且該班未滿 7 人才可換班。
4. 於期限內將流程表繳回辦公室。

- ※ 若有多人欲進入相同班級，由新班教師全權決定進入該班人選。
- ※ 申請表須簽章完整並於期限內（截止日下午 5:00 前）交回語文中心中語組辦公室 222 室；逾期恕不受理。
- ※ 換班僅限 1 次，繳回換班單後，不得再換。

退費

1. 開課前申請退費者，退還已繳學費90%。
2. 自實際上課之日算起，未逾全期授課時數1/3申請退費者，退還已繳學費50%。
3. 自實際上課之日算起，已逾全期授課時數1/3者，不得申請退費。
4. 若因招生不足或非歸咎於學員之事由，致無法開課，無息退還已繳費用。
5. 除因故無法開課之班別外，報名費概不退還或保留。
6. 退費須於退費截止當日15:00前，攜帶下列文件「親自」至辦公室辦理（約需時1小時）。

申請退費所需文件：

- a) 退費申請書（現場填寫）
 - b) 繳費證明（收據）正本
 - c) 中語組學生證正本
 - d) 身分證、護照、居留證影本或統一證號
 - e) 本人存摺封面影本（帳號及分行名稱須清晰）
7. 待本組確認您申請手續完成後，費用預計於申請退費後3週內匯款（匯費及手續費自付）。

※ 12 週課程的總時數為 180 小時，其 1/3 時數為 60 小時（含國定假日）。

10 週課程的總時數為 150 小時，其 1/3 時數為 50 小時（含國定假日）。

8. 學籍保留：

- 開課前，如因故無法繼續就讀，得申請延期，惟以順延一期為限，所繳學費全額保留至下期。
- 開課後未逾全期授課時數 1/3 而申請延期者，所繳學費保留 2/3 至下期，並應於下期開課前，繳足整期學費差額。
- 開課後逾全期授課時數 1/3，不得申請延期，學費不予保留。
- 辦理延期就讀時，若下期收費調整，須補繳差額，但不退其減少部分；並得酌收與報名費相等之手續費（金額隨當期報名費調整）。
- 一旦申請延期後，將無法退費。即使延期就讀後無法就讀，仍不得申請退費。

※ 本辦法依教育部「專科以上學校推廣教育實施辦法修正條文（100.01.11 教育部令）」辦理。

無線網路

使用說明：

1. 無線基地台名稱為：CLD 或 CLD-5GHZ（均可使用）
2. 帳號：中國語文組學號
密碼：護照號碼（大小寫完全與護照相同）
3. 如果不小心將登出頁面關閉，可在網址列輸入 1.1.1.1，按 Enter
4. 如果無線網路斷線，請先強制登出（在網址列輸入 1.1.1.1，按 Enter），再重新登入。
5. 無線網路在完全未使用狀況下，30 分鐘後將自動登出。

使用規定：

1. 請勿於上課時上網。
2. 請勿使用他人帳號。
3. 請勿違法下載、拷貝受著作權法保護之著作及其他可能涉及侵害智慧財產權之行為。
4. 請勿散布電腦病毒或其他干擾或破壞系統功能之程式。
5. 超載使用無線網路而影響網路速度者，將被斷線。

違反上述規定達 3 次者，禁用無線網路一個月。

達 6 次者，取消無線網路使用資格。

※ 本組無線網路使用其他規定，依本校「校園網路使用規範」辦理。

校園設備使用辦法

臺大圖書館

憑本組學員證即可進館（含使用自習室）；如欲借書，請攜帶本組學員證及護照，至圖書館一樓流通櫃檯辦理。

借書規則：

1. 借書證限本人使用，不可轉借或交換。
2. 借書之總冊數為十冊，借期二週，借書到期仍需閱讀時，可辦理續借一次，若所借之書籍借期已滿仍不歸還，圖書館得課以逾期滯還金。
3. 所借之書籍如有損壞或遺失，應負賠償之責。
4. 其他規則依圖書館規定辦理。

腳踏車證申請

持有腳踏車的學員須至下列網站登記申請腳踏車證：<http://mybike.ntu.edu.tw>

停放在本校的無證腳踏車將被拖吊，如有任何疑問，請逕洽本組辦公室。

保健中心

1. 開放時間：週一至週五 (上班日) 8:00~17:00
2. 現場掛號：上午 8:20~11:30、下午 13:20~16:30，持健保卡、本組學生證到保健中心一樓櫃臺掛號、候診，並依叫號看診。
3. 收費：持有健保卡（有投保臺灣國民健康保險者）與本組學生證者，掛號費新臺幣 50 元，醫藥費另計。未投保健保者，掛號費 100 元，另加收診療費 300 元，共計 400 元，醫藥費另計。
4. 看診科別：請上本校保健中心查詢 (<http://shmc.osa.ntu.edu.tw/>)。
家醫科、耳鼻喉科、眼科、牙科、婦科、皮膚科。
看診時間：上午 9:10~11:40、下午 14:10~16:40。

臺大綜合體育館

1. 目前開放辦證使用之場地：溫水游泳池、健身房、壁球室、羽球場、桌球室

2. 辦證地點：綜合體育館 B1 大廳櫃檯

3. 辦證時間：

週一至週五：上午 08:00~12:00，下午 13:00~21:00

週六：上午 09:00~12:00，下午 13:00~21:00

週日：上午 09:00~12:00，下午 13:00~17:00

4. 辦證須知：

(1) 填寫辦證申請書並簽章。

(2) 最近一年內一寸、半身脫帽照片二張。

(3) 華語班學生證正反面影本，並需攜帶正本備驗。

(4) 辦證費用（各場地使用收費標準請向綜合體育館洽詢）。

5. 場地開放時間如下：

日期	開放時間
星期一至星期五	早上 06:00 至晚上 10:00
星期六	早上 09:00 至晚上 10:00
星期日	早上 09:00 至晚上 06:00

6. 休館日：

(1) 每月第四個星期一，場館維修日。

(2) 春節、清明節、端午節、中秋節。

如遇年度歲修及不可抗拒之因素足以影響使用者安全等事宜，得經公告暫停開放。

室外游泳池

辦證

1. 夏季：4月25日~10月9日

星期	開放時間
一~五	06:00~21:30
六	06:00~19:00
日	06:00~11:30

2. 冬季：10月26日~3月31日

星期	開放時間
一~五	06:30~13:00
六	06:30~09:30
日	06:30~09:30

3. 申請：請逕洽室外游泳池服務台

4. 申請手續：

- (1) 繳交申請表並簽名
- (2) 繳交最近一年內脫帽一吋光面證件照片 2 張
- (3) 檢驗證件及繳費

簽證須知（學生需自行注意簽證到期日期）

憑本組入學許可申請 60 天停留簽證來臺

最多 60 天

至移民署辦理第一次延簽：

1. 在學證明
2. 出缺席紀錄

* 線上申請：<http://cld.liberal.ntu.edu.tw/cld.html>（需時 1~2 個工作天）

最多 60 天

至移民署辦理第二次延簽：

1. 在學證明
2. 出缺席紀錄

最多 60 天

離開臺灣，申請新簽證返臺：

1. 在學證明
2. 出缺席紀錄

已連續就讀滿 4 個月且預付下期學費者，
可於簽證期滿前兩週，先至外交部改換居留簽證，再至移民署申辦居留證：

1. 護照
2. 在學證明、出缺席紀錄
3. 成績單
4. 研習計畫書正本及影本
5. 三個月內健康檢查正本及影本
6. 三個月內財力證明正本及影本
7. 六個月內 2 吋彩色照片兩張
8. 費用
9. 其他特別要求之文件

註 1：

若您持有的是 90 天的簽證，
最多只能延長一次。

註 2：

申請居留證（右欄）中的第 2、3
項，請向本組線上申請

<http://cld.liberal.ntu.edu.tw/cld.html>

（需時 1~2 個工作天）

重要提醒

1. 最晚請在簽證到期前一週至辦公室申請。
2. 在學證明的在學期間，是您實際已付學費的學期日期。

比如說，你在 2014 春季班最後一個月來申請資料，而你打算繼續念 2014 夏季班，建議您先付 2014 夏季班的學費；否則，您的在學證明中，您的在學期間只會到 2014 春季班結束，而這可能影響您辦理簽證延長。

內政部入出國及移民署：<http://www.immigration.gov.tw/>

內政部入出國及移民署—臺北市服務站（居住於臺北市者）

地址：臺北市廣州街 15 號〔捷運小南門站 2 號出口〕

電話：(02) 2388-9393*3122/3123 Email：boi@immigration.gov.tw

外國人諮詢專線：0800-024-111

內政部入出國及移民署—新北市服務站（居住於新北市者）

地址：新北市中和區民安街 135 號

電話：(02) 8228-2090

*** 移民署上班時間：**

週一至週五 08：00~17：00，中午不休息

外交部領事事務局

地址：臺北市濟南路一段 2-2 號 3~5 樓〔捷運臺大醫院站 2 號出口〕

電話：(02) 2343-2888

Website：<http://www.boca.gov.tw/>

申請護照、簽證及文件證明櫃臺受理時間為：

週一至週五 08：30~17：00，中午不休息

健保資訊

持有居留證且已在台居留滿 6 個月者（期間僅可離境一次未逾 30 天，且實際居留日仍需計滿 6 個月），可申請全民健康保險。辦法如下（擇一）：

辦法一：持居留證至居住所在地的區公所（外縣市請至市公所）辦理加保。

辦法二：持「居留證」、「加保單」及「兩吋照片一張」，至中央健保局臺北分局辦理
健保 IC 卡。

- 重要提醒：離臺前，請**主動**至健保局或區公所**退保**。

中央健保局臺北分局：<http://www.nhi.gov.tw/>

地址：臺北市公園路 15-1 號 5 樓

電話：(02) 2191-2006

意外保險

於本組就讀之外籍學生，本組亦提供意外醫療保險，此保險自每學期開學當日起生效，三個月為一期，費用為新臺幣 150 元整。欲投保者，請於註冊當日同時辦理投保；如欲續保，請於當期課程最後一週向本組辦公室洽詢。

心理輔導

本組提供心理輔導轉介服務，如有需求，請逕洽本組辦公室。

Attendance Regulation

1. It is 50 minutes per class with a 10-minute break in between.
2. The teacher will leave in 20 minutes when there is no student coming to class, and if there is still no student coming after the second period of class starts, the class of that day will be canceled and there will be no make-up class.
3. The student is taken as absent if he/she is 20 minutes late for the class. The teacher is obligated to give a make-up class if he/she is 20 minutes late for the class.
4. There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan.
5. Speak only Chinese in Language Center, no other languages.
6. The office will follow the instruction of the Taipei City Government to decide whether the class will be suspended when there is a typhoon, an earthquake or other events that cannot be controlled, such as a natural disaster or an air raid.
7. When there are classes suspended in the conditions mentioned above, the teacher will make up the class by the way decided by the teacher and students' discussion. There are no make-up classes for the first suspended classes and those happening in the last 3 weeks of the semester. And the make-up classes are offered no more than twice.
8. Students cannot work in Taiwan without a permit from the Workforce Development Agency, and they are qualified to apply for the permit after constant one-year studying here. The student will be disqualified for his/her VISA when he/she is apprehended working illegally.
9. The CLD will notify the Ministry of Education, Ministry of Foreign Affairs, Immigration Office, when there is any change in students' enrollment status (such as registration not completed, withdrawing from the class/getting refund, etc.).

Taipei City Government: <http://www.taipei.gov.tw/>
Workforce Development Agency: <http://www.wda.gov.tw/>

Leave of Absence

1. Students who cannot come to class should fill out the form "Request for leave", and give it back to the office with the signature of his/her class instructor. Every class you miss will be all counted into absence hours whether you asked for absence in advance or not.
2. Students cannot miss more than 25% of total class hours in a term. (45 hours for 12-week course; 38 hours for 10-week course)

※ **Scholarships** will be suspended for one month if recipients have missed 12 hours or more of class within a single month.
That is, a scholarship student will **lose one month of scholarship** when he/she is **absent for 12 hours** in one single month.
3. When a student doesn't fulfill the regulated attendance hours, he/she will be lowered to a lower level in the coming season; and the office has the right to reject his/her application for the following term.

- ※ The CLD and teachers do not provide any proof except for the photocopy of absent request forms.
- ※ Students should take full responsibility if their absence causes any trouble to their visa or ARC or scholarships.

Grade Report and Certificate of Course Completion

The grade report and certificate of course completion will be granted upon application, which can be submitted within the last week of each term. However, no certificate will be issued if the student has no grades of midterm or final exam, or the final average grades are lower than the standard (70 points), or he/she doesn't fulfill the regulated attendance hours.

To apply for the grade report and certificate, please fill out the application form at the office. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 50 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※ Student's name, studying period, and class hours will be presented in the certificate.

Credits are not offered for this course.

※ Only transcript (no certificate) is issued to those who join the class halfway.

- ※ Final average grades will be evaluated by the following components
- i. Attendance and Class Participation: 20%
 - ii. Quizzes: 20%
 - iii. Mid-term Exam: 20%
 - iv. Final Exam: 20%
 - v. Homework: 20%

Next Term Registration Procedure

Students who would like to continue his/her studies in CLD do not need to repeat the application procedures; all they need to do is to complete the online registration and pay the tuition fee by deadline. The related information will be announced around the end of each season. (online registration: <http://cld.liberal.ntu.edu.tw/cld.html>)

※ Please pay the tuition fee at our office by 15:00 during our office hours by deadline.

Next Term Registration/Level arrangement

1. Qualification of next term registration

If the student has one of the following situation, we will reject his/her application for the coming season.

(If the student has paid for the coming season but then need to quit the class for this reason, he/she may apply for the refund according to the ***Refund Policy***.)

- 1) his/her final average grades lower than 70 points
- 2) his/her level is held back/lowered for continuous 2 seasons
- 3) his/her absence hours exceed the limit

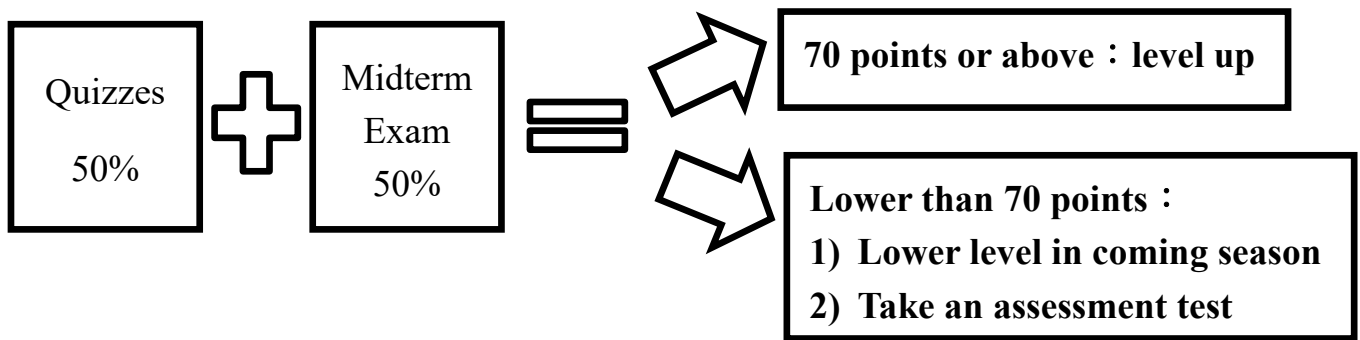
2. Level arrangement

We will assess students' level again in the 9th week of spring, summer and fall / 7th week of winter by the average grades of their current **quizzes (50%)** and **midterm exam (50%)**. For those whose average grades of these two items are less than 70 points, they will be notified by their teachers and will have to lower his/her level in the coming season and we will decide their new level.

If the student does not want to repeat his/her level again, please **tell his/her teacher** that he/she wants to take **an assessment test**, which will be given in the 11th week of spring, summer and fall / 9th week of winter. The CLD office will email him/her an official notification of the test a week before the test. **Whether the student can continue his/her level (move on to next level) will be decided by the result of this level assessment test.**

Those whose grades of this **level assessment test** are above (or equal to) 70 points can continue his/her level (move on to next level); for those whose grades of this **level assessment test** are lower than 70 points, their level will be held back/lowered. The level of their coming season will be decided based on this **assessment test's** result. **Whether a student can move on to next level is not decided by his/her final average grades of the season.**

* For those who are held back to a lower level, if they want to change their classes during class adjustment week, they cannot move to a class which is more than 3 lessons higher than their original class.



Discontinuance of Studying Policy

When students have any of the following conducts, CLD office has the right to disqualify students' CLD identity, discontinue their studying here, inform the National Immigration Agency, as well as reject their application for the following term:

1. Commitment of assault and battery on the CLD faculty or students
2. Destruction of public property, occasioning grievous harm
3. Overt commitment of assault and battery, occasioning grievous harm
4. Violation of the safety on the campus or the proceeding of the course
5. Any conducts that violate the Criminal Code or are announced guilty by the Court or proved as truth by the school

Other conducts that are considered improper for continuing studying at CLD by the CLD administration chief meeting.

Class Adjustment

Period: Starting from 2nd day of class, ending at 17:00 of the 5th day of class, for 4 days in total

- First day of class is not open for class adjustment/auditing in other classes, please stay in your original class.

Steps:

1. Get “Class Adjustment Form” from the office.
2. Obtain the approval and signature from the instructors of the original class and of the class you’re going to sit in. You can only sit in classes of less than 7 students (which shall subject to the class announcement posted in front of CLD office, NOT how many students really sitting in the classroom), and you can sit in one single class only for one hour.
3. Whether you can change classes is decided by the instructors of both the original and the new classes; once your request of class changing is granted, please have both teachers sign again in the form. Please note that the number of students in that class shall be less than 7, or you are not allowed to change into that class.
4. Return the form to the office by deadline.

※The priority is completely decided by the teacher of the new class when there are more applicants than available vacancies.

※The application is completed only when the application form is completed (including the signatures from both teachers) and returned to the CLD Office Room 222 by 17:00 of the deadline. No class-changing are permitted after the first week of the term.

※You can only change your class **once**. Once you submit the form back to the office, you cannot change again.

Refund Policy

1. Students who submit refund application after they make the payment and before the course starts are entitled to a 90% refund of the tuition.
2. Students who submit refund application before passing the first third of the course are entitled to a refund of 50% of the tuition.
3. There will be no refund after the first third of the course.
4. If the class is not open because there are fewer students enrolled than it is required or because of other reasons which has nothing to do with students, all the fees which are already paid will be refunded.
5. Except for the situation mentioned in point 4, there is no refund for the application fee.
6. Refund application shall be submitted by 17:00 of the deadline. Please submit the following application documents to the CLD office in person (the procedure takes about 1 hour).

Refund application documents:

- a) application form
 - b) original receipt
 - c) original CLD student ID card
 - d) the photocopy of ID card/passport/ARC/ID number
 - e) the photocopy of the cover page of the applicant's bank account book (which shall clearly indicate the bank's branch's name and the account number)
7. The refund can be expected in 3 weeks after the application submission is accepted and confirmed by the CLD office (bank remittance handling fee might be charged, and the fee will be charged from the student).
 8. Postponing the enrollment: Those who cannot continue the program can apply for a "postponement of enrollment".
 - Application before the course starts: The enrollment and full tuition fee will be kept for the coming semester.
 - Application before passing the first third of the course: The enrollment and 2/3 of the tuition fee will be kept for the coming semester. And the applicants shall pay the rest of the tuition fee before the beginning of the coming semester.
 - No application for "postponement of enrollment" is accepted after passing the first third of the course.
 - A handling fee and the difference in tuition will be charged in case the tuition fee is raised. But there is no refund if the tuition fee is reduced.
 - **The enrollment can be postponed only once. Also, once you apply for the postponement, no more refund will be given (even if you still cannot attend the course).**

- * Total class hours of 12-week course: 180 hours; 1/3 class hours: 60 hours (including national holidays);
Total class hours of 10-week course: 150 hours; 1/3 class hours: 50 hours (including national holidays).
- * The regulation is in compliance with the 教育部「專科以上學校推廣教育實施辦法修正條文（100.01.11 教育部令）」。

CLD Wireless

Instructions :

1. Wireless internet accesses: “CLD” or “CLD-5GHZ”—both will do.
2. ID: CLD student ID number
Code: Passport number (capitalization shall be exactly the same)
3. To log out, please type “1.1.1.1” into the address bar and press “Enter”.
4. If the internet suddenly shuts down, please type “1.1.1.1” into the address bar and press “Enter” to log out and log in again; otherwise, you will still be blocked out of the internet when the internet works again.
5. You will be logged out automatically when the wireless is kept unused for 30 minutes.

Regulations :

1. Do not use the internet in class.
2. Hacking other’s account is prohibited.
3. Illegally downloading, copying and any behaviors against the intellectual property rights are prohibited.
4. Any behaviors (such as spreading the computer virus) which may threaten the security of the network are prohibited.
5. The wireless account which causes internet overload and affects the internet speed will be logged out automatically and immediately.

The wireless account which breaks the rules mentioned above for 3 times will be locked for one month; for 6 times, the account will be cancelled directly.

※ For other regulations, please refer to the NTU Campus Internet Regulations attached below.

Campus Facilities

NTU Library

With our CLD student ID card, you may enter in the NTU Main Library and use its facilities.

To borrow books from it, please go to **the information counter on the first floor of the library** with CLD student ID card and your passport.

To borrow books, please follow the following rules:

1. Your library card can be used only by you; it can't be borrowed by others.
2. You can borrow up to 10 books for the duration of 2 weeks; you can extend the duration once for another 2 weeks if needed. A fine will be imposed for not returning books in time.
3. You are responsible for the loss or damages of the books you borrowed.
4. Other rules are in force according to the library policies.

Bike License Application

The CLD students shall apply for a bike license for their bikes on the following website:

<http://mybike.ntu.edu.tw>

Bikes without license will be towed away if it is parked on the campus.

For any questions, please contact the CLD office.

Health Center

1. Office hours: From Monday to Friday (business days), 08:00~17:00
2. On-Site registration:
Morning 08:20~11:30 // Afternoon 13:20~16:30
Please bring your National Health Insurance (NHI) card and CLD student ID card for registration.
When you complete the registration, please wait for your call for the clinic (in order of the number you get).
3. Fees:
Registration fee NTD50, plus medication fee for those with NHI and CLD student ID card.
Registration fee NTD100, plus medical treatment fee NTD300 (which is NTD400 in total) for those without NHI; there is also extra medication fee.
4. Clinics: please check the schedule on website (<http://shmc.osa.ntu.edu.tw/>)
Family medicine, ear nose throat, ophthalmology, dentistry, gynecology, dermatology.
Clinic hours: Morning 9:10~11:40 // Afternoon 14:10~16:40

Multi-Gymnasium

The new multi-gymnasium is just a ten-minute walk from the language center. All CLD students can enjoy athletic facilities there. The facility hours is as follows:

Facility Hour	
Monday to Friday	06:00A.M. to 10:00P.M.
Saturday	09:00A.M. to 10:00P.M.
Sunday	09:00A.M. to 06:00P.M.
Gym is closed on the following days: <ol style="list-style-type: none">1. The fourth Monday of every month2. The Chinese New Year, Qingming Festival, Dragon Boat Festival and Moon Festival3. Days announced by the school administration center	

Athletic facilities available for students in the multi-gymnasium:

Indoor heated swimming pool // Weight training room

Squash room // Badminton room // Room for table tennis

To apply for the usage card, please go to **the information counter at the basement floor** with following documents:

- i. application form (available at information counter of the gym)
- ii. CLD Student Card and the photocopy of both sides of the card
- iii. 2 pieces of your personal photo (1"x1")
- iv. the fee (please refer to the gym for detailed information)
- v. Application time:

Monday to Friday – 08:00~12:00, 13:00~21:00

Saturday – 09:00~12:00, 13:00~21:00

Sunday –09:00~12:00, 13:00~17:00

Outdoor Swimming Pool

i. Summer: April 25th to October 9th

Day	Open hours
Mon.~Fri.	06:00~21:30
Sat.	06:00~19:00
Sun.	06:00~11:30

ii. Winter: October 26th to March 31st

Day	Open hours
Mon.~Fri.	06:30~13:00
Sat.	06:30~09:30
Sun.	06:30~09:30

iii. Application procedures:

1. Complete and sign the application.
2. Include 2 un-hatted identification pictures (1" x 1") taken within one year of the application.
3. Show your Student ID and pay your season's fee.

※ For details, please contact the information counter at the Outdoor Swimming Pool.

Visa Issues (Please pay attention to your visa due date)

Apply for 60-day extendable Visitor Visa with CLD admission letter

↓ 60 days at most

First extension at National Immigration Agency :

1. Enrollment certificate
2. Attendance record

* Online application: <http://cld.liberal.ntu.edu.tw/cld.html> (it takes 1~2 work days)

↓ 60 days at most

Second extension at National Immigration Agency :

1. Enrollment certificate
2. Attendance record

↓ 60 days at most

Leave Taiwan and apply for a new visa :

1. Enrollment certificate
2. Attendance record

Those who have been studying for constant 4 months and have paid for the coming semester are qualified to apply for ARC :

First: Apply for Resident Visa at Ministry of Foreign Affairs

Second: Apply for ARC at National Immigration Agency

1. Passport
- 2.** Enrollment certificate and Attendance record
- 3.** Transcript
4. Study plan (the original and a photocopy)
5. Financial statement taken within last 3 months (original and photocopy)
6. Health certificate taken within last 3 months (original and a photocopy)
7. 2 color photos taken within last 6 months(4.5cm x 3.5cm)

8. Necessary fees 9. Other documents specially required

- **2&3** are applicable at the CLD online: <http://cld.liberal.ntu.edu.tw/cld.html> (it takes 1~2 work days)

* Please note that if your visa is valid for 90 days, you can only extend it once.

Important Reminders

1. Please come to apply for the documents you need at least a week before your visa expires.
2. Your enrollment duration indicated in the enrollment certificate is the duration of the courses for which you have already paid the tuition fee.

For example, if you are going to extend your visa in the last month of 2014 spring course and you intend to continue your studying in 2014 summer, you are recommended to pay for 2014 summer in advance; otherwise, your enrollment duration indicated in the enrollment certificate will ends on the last day of 2014 spring course, and this may affect your visa extension.

National Immigration Agency: <http://www.immigration.gov.tw/>

For the residents of Taipei City:

National Immigration Agency—Taipei City Office

Address: No.15, Guang Zhou St., Jhong Jheng District, Taipei City

Traffic: Exit No.2 of Xiaonanmen MRT Station

Phone: (02) 2388-9393*3122/3123

E-mail: boi@immigration.gov.tw

For the residents of New Taipei City:

National Immigration Agency—New Taipei City Office

Address: No.135, MingAn St., Ban-chiau District, New Taipei City

Phone: (02) 8228-2090

※ Office hours of National Immigration Agency:

Mon.~Fri. 08:00~17:00 (no lunch break)

Bureau of Consular Affairs, Ministry of Foreign Affairs:

Address: 3-5, 1F, Chi-Nan Rd, Sec. 1, Taipei City

Traffic: Exit No.2 of NTU Hospital MRT Station

Tel.: (02) 2343-2888

Website: <http://www.boca.gov.tw/>

Office Hours: Mon.~Fri. 08:30~17:00 (no lunch break)

National Health Insurance

Those who have an ARC **AND** have been staying in Taiwan for consecutive 6 months can apply for the National Health Insurance (you may leave Taiwan once for less than 30 days; and after excluding the days you are out of Taiwan, the days you stay in Taiwan shall be exactly 6 months in total). Application:

- 1** : Go to the Administration Division of your resident area for the insurance sheet with your ARC.
 - 2** : Go to the Bureau of National Health Insurance for the Insurance IC card with your ARC, insurance sheet and one photo (2 inches).
- Important reminder: Please **quit your National Health Insurance** at the Bureau of National Health Insurance or the Administration Division **before you leave Taiwan**.

The Bureau of National Health Insurance, Taipei:

<http://www.nhi.gov.tw/> Tel.: (02) 2191-2006

Add.: 1st Floor, No.15-1, Kon-yuan Rd. Taipei City

Accident Insurance

Our division offers an accident insurance for the students enrolled in CLD. The accident insurance is valid on the first day of each semester for the duration of 3 months as the regular term. The insurance fee is NT\$150 per person. Those who would like to have the insurance shall apply for it on the registration day; to continue the insurance, please apply for it within the last week of each semester.

Mental Health Consultation

Our division can arrange the mental health consultation for you. Please feel free to contact our office for related information and service.

重要資訊 Useful Information

警察局 (Police)	110	火警、救護車 (Fire, Ambulance)	119
英文查號 (English Directory)		106	
國際臺 (Overseas Operator)		100	
三軍總醫院-汀州院區 (Tri-Service General Hospital – TingZhou)		2365-9055	
衛生保健及醫療中心 (Medical Center) http://shmc.osa.ntu.edu.tw/	3366-2155		
生活服務 (Information for Foreigners) http://www.immigration.gov.tw	0800-024-111		
觀光局 (Tourism Bureau) http://www.taiwan.net.tw/	2349-1500		
國際生命線臺灣總會 (Taiwan Lifeline International) http://www.life1995.org.tw/	1995		
臺北市生命線協會 (Taipei Lifeline) http://www.lifeline.org.tw/	2505-9595		
張老師基金會 (Teacher Chang Foundation) http://www.1980.org.tw/	2502-5858 ext.460		

請確實做好垃圾分類，別弄混囉！

Recycle, please!!!



廢紙類

Paper and Cardboard Tin and Aluminum Cans



鐵(鋁)罐類



保特瓶

PET Bottles



鋁箔包

Drink Cartons



紙餐盒.杯

Paper Lunch Boxes, Cups



塑膠餐盒.杯

Plastic containers, cups



熟廚餘類 (養豬)

米麵食類、肉類、水果類

Non-Compostable Food Waste
(E.g. fish, meat or dairy products.)



生廚餘類 (堆肥)

果殼類、植物類、硬殼類

Compostable Food Waste
(E.g. fruit and vegetable peelings, seeds, cores or egg shells.)