(國內)退費申請書(Domestic)Tuition Refund Application Form

更新日：2025/6/19

中文姓名 Chinese name		身分證字號/統一證號 ID NO. (或居留證號 or ARC NO.)			
英文姓名 English name		護照號碼 Passport NO.		國籍 Nationality	
電話 Telephone		電郵 E-mail			
班別 Class	□華語班 Chinese Course (□春 Spring □夏 Summer □秋 Fall □冬 Winter) □師資班 (□一般：____期 □進階：____期) □其他：				
退費原因 Reason for refund	□上課時間無法配合 Class time conflict □課程不符合需求 Class unsatisfying □其他 Others：_____				
退費規定 Refund Policy	□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。 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. □開課前申請退費者，退還已繳學費 90%。 Students who submit refund application after they make the payment and before the course starts are entitled to a 90% refund of the tuition. □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%。 Students who submit refund application before passing the first third of the course are entitled to a 50% refund of the tuition. □其他原因：例如因國際匯率產生差額，故退還溢繳學費金額。 Other reason: e.g. Due to the difference in international exchange rates, the amount of tuition fees paid will be refunded. ***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。** **There will be no refund after the first third of the course.** ***因故無法開課之班別外，報名費概不退還或保留。** **Except for the situation mentioned in point 1, there is no refund for the application fee.**				
須繳交資料 Information	□收據正本 Receipt〔或 □收據遺失證明 與 收據存根聯影本〕 □身份證 ID Card 或 or □統一證號 ID NO. 或 or □居留證 ARC Card **正反面**影本 Photocopy of **both sides** □護照影本 Passport photocopy □學生證正本 Student ID card				
退款方式 Reimbursing	□國內匯款：銀行/郵局存摺封面影本 Photocopy of the cover of your Taiwanese bank / post office account book ***匯款手續費 30 元將由退費款項內扣除。(郵局、華南銀行、玉山銀行免匯款手續費)** **A handling fee TWD30 will be charged from your refund if your bank account it not China Post, Hua Nan Bank or E. Sun Bank.**				
退費金額 Refund	擬依規定退還新臺幣 _____ 元整 According to the refund policy, TWD _____ will be refunded.				

****本人已確實了解，退費後，我必須去移民署更新簽證，不得以在本中心就學為由，續留國內。**

I understand that I have to renew VISA and cannot stay in Taiwan for the purpose of studying at CLD after refund.

申請者簽名 Signature of the Applicant：_____日期 date：_____

(接下頁)

中語組經手人：

1. 華語班承辦人：＿＿＿＿＿＿＿＿＿＿(簽章)＿＿＿年＿＿月＿＿日**(第一個簽章後影印一份給退費者)**
2. 獎學金承辦人：＿＿＿＿＿＿＿＿＿＿(簽章)＿＿＿年＿＿月＿＿日
3. 出　納承辦人：＿＿＿＿＿＿＿＿＿＿(簽章)＿＿＿年＿＿月＿＿日