**國立彰化師範大學 退還學雜費申請表**

**National Changhua University of Education**

**Tuition and Miscellaneous Fees Refund Application Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 學生姓名Student Name |  | 學號Student ID No. |  | 宿舍Dormitory |  |
| 身分證號碼National ID No. |  | 系所Department/ Institute |  | 班級Class |  年 班 Year Class |
| 住址Address |  | 聯絡電話Contact Number |  |
| 請務必填入學生本人之匯款帳號(選填1項)Please provide the student's remittance account number(Select 1 item)非郵局、臺銀帳號，需扣手續費Service fee will be deducted for accounts other than Post Office or Bank of Taiwan accounts | 郵局局號/帳號(共14碼) Post Office Branch No. / Account No. (totally 14 digits)：  | 銀行名Name of the Bank：分行名Branch：銀行帳號Bank Account No.： |
| 申請原因Reason for application：□休學Suspension of Study □退學Withdrawal □畢業Graduation |
| 申請時間Application time：□註冊截止日前Before the registration deadline□**上課後第 週 \_\_\_\_ week after the start of the semester**【逾學期三分之二(即第13週起)不予退費】[Refunds will not be provided after more than two-thirds of the semester (i.e., starting from the 13th week) has elapsed] | 應退還Refunds：□學費或學雜費基數Basic tuition and miscellaneous fees□雜費 Miscellaneous fees□電腦與網路使用費Computer and network usage fees□語言教學實習費Language education internship fees□學分費 Credit fees□住宿費 Dormitory fee□住宿保證金Dormitory security deposit□其他 Other  | 元NTD元NTD元NTD元NTD元NTD元NTD元NTD元NTD |
| 合計新臺幣 萬 仟 佰 拾 元整。Total: NT$ \_\_\_\_\_\_\_\_\_\_\_\_ (please write number in words).※檢附相關文件及繳費收據。Provide related documents and payment receipts. |
| 備註Notes | 一、註冊截止日前(免繳費)。Before the registration deadline (no payment required).二、上課後未逾學期三分之二。 No more than two-thirds of the semester has elapsed.(**以學期週數(18週)為基準，每週為一單位，於開學當週申請休、退學並辦妥離校手續****者，學費【學雜費基數】、雜費及其餘各費退費17/18，每逾一週退費比例遞減1/18**)(**The refund shall be based on the total number of weeks in the semester (18 weeks). For those who apply for suspension of study or withdrawal from study and complete school departure procedures in the first week of the start of the semester, 17/18 of the tuition [basic tuition and miscellaneous fees], miscellaneous fees, and other fees shall be refunded. The refund shall be decreased proportionally by 1/18 every week thereafter.**)三、上課後逾學期三分之二，均不予退費。Refunds will not be provided after more than two-thirds of the semester has elapsed.四、請於離校手續完成前，先至宿舍生促會辦理退宿手續(含退還大門磁卡與寢室鑰匙、寢室設施清潔及檢查)，確保完善後並持宿舍幹部開立之證明交至住宿組，始可退還住宿保證金壹仟元整。Please proceed to the dormitory self-governance committee to apply for dormitory cancellation procedures before completing departure procedures (including the return of the magnetic card of the gate and the room key and the cleaning and inspection of room facilities). Once the room is verified to be in good condition, the student shall present the certificate issued by the supervisor of the dormitory to the Student Housing Section for the refund of the dormitory security deposit of NT$1,000. |

註冊組Registration Section： 課務組Curriculum Section：

學生安全組Student Safety Section：

住宿服務組Housing Service Section： 出納組Cashier Section：

會計審核Accounting Review： 會計主任Head of Accounting： 校長President：