

國立中山大學華語教學中心退費規定

2010年11月11日 2010年第11次行政教學會議通過

2014年10月30日 2014年第7次中心業務會議通過

2015年6月24日 2015年第4次中心業務會議通過

- 一、本規定依據教育部「專科以上學校推廣教育實施辦法」第十七條訂定之。
- 二、對象：報名本教學中心開設之各類課程並符合下列條件者，可檢具相關文件申請退費。
 - (一) 對外華語教學師資班學員。
 - (二) 非以本中心證明文件取得簽證之對外華語進修班學員。
 - (三) 原持本中心證明文件取得簽證，但現已註銷之對外華語進修班學員。
- 三、退費相關注意事項：
 - (一) 退費準則：

學員繳費後，因故無法就讀時，得申請退還所繳學費或雜費，經本教學中心陳轉產學營運及推廣教育處及校長核准。
 - (二) 退費標準如下：
 1. 學員自報名繳費後至開班上課日前申請退費者，退還已繳學分費、雜費等各項費用之九成。
 2. 自開班上課之日起算未逾全期三分之一申請退費者，退還學費五成。
 3. 開班上課時間已逾全期三分之一始申請退費者，不予退還。
 - (三) 退費方式：
 1. 須於退費期限內填寫退費申請書、退還收據正本並繳交在台金融單位存摺影本。
 2. 原持本教學中心證明文件申辦學生簽證者，須另提出已註銷該簽證之相關文件始可申請退費。

※請注意：非郵局或台灣銀行帳戶，將自付手續費 NT \$ 30 元。
- 四、其他未盡事宜依個案處理。
- 五、本規定經中心業務會議通過後施行，修正時亦同。

備註：

若因招生不足無法如期開班，本中心有權停開，所繳費用以電匯方式無息退還（匯款手續費除外）或保留至下一期開課，學員不得有任何異議。（非郵局或台灣銀行帳戶，須自付手續費 NT \$ 30 元。）

Refund Regulations of Chinese Language Center, NSYSU

I . The regulations are concluded according to the regulations of the Ministry of Education.

II . Requirements: Students who meet the following requirements can prepare the related documents to apply for the refund.

1. Students enrolling in the Teacher Training Courses For CSL.
2. Mandarin Chinese course students who don't apply for visas with the enrollment certificate issued by Chinese Language Center.
3. Students who nullify the visas applied with the enrollment certificate issued by Chinese Language Center.

III . Details :

A. Principles:

- a. With the permission of the principal and Office of Continuing Education Affairs informed by Chinese Language Center, students can apply for the refund of the tuition and fees they paid.
- b. The proportion of refunds is adjusted according to the related regulations and the budgeting process of Chinese Language Center.

B. Standards:

1. Before the course begins, students with unavoidable reasons can get the full refunds. Students with other reasons can have the refund of 90% of the tuition.
2. Within one thirds of the total course hours after the course begins, students with individual reasons can have 50% of their payment refunded.
3. Students taking the course for over one thirds of the whole course hours cannot apply for refunds.

C. Ways of refunding:

- a. Before the deadline for refund application, students should fill out the application form for refunding, return the official receipt, and hand in the copy of the bankbook of any financial institute in Taiwan to Chinese Language Center.
- b. Students holding the student visa applied with the enrollment certificate of Chinese Language Center should provide related documents showing that their visas have already been nullified.

Attention: Students who offer accounts except the Post Office or Bank of Taiwan have to pay the processing fee (NTD. 30).

IV. For other special or uncovered issues, Chinese Language Center will deal with them as individual cases.

V. The regulations have come into effect since the administration meeting passed them and will still be effective after modulation and changes.

Reminder : Chinese Language Center has the right to terminate the course if the student number is not enough. The tuition paid will be refunded through wire transfer without any interest or be deferred to the next term. (Students who offer accounts except the Post Office or Bank of Taiwan have to pay the processing fee (NTD. 30).)

國立華語教學中心
中山大學

Chinese Language Center, National Sun Yat-Sen University

退費申請書

Tuition-Refund Application

姓名 Name	中文 Chinese		英文(與護照同)English (same as in passport)	
生日 Birthday	19 年 月 日 (Y) (M) (D)	性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	
身分證字號/ 護照號碼 ID/Passport No.	國籍 Nationality			
現在住址 Current Address	郵遞區號 postal code: ()			
電子郵件 Email				
聯絡電話 Phone No.				
郵局帳號 Post Office Account	局名 Branch			
	局號 Branch No.	帳號 Account		
銀行帳號 Bank Account	銀行 Bank	分行 Branch		
	帳號 Account			
退費原因 Reason				
申請人簽名 Applicant Signature	年(Y) 月(M) 日(D)			
備註 Remark	1. 申請退費者, 必須退還收據正本並附上當事人台灣金融單位存摺影本。 The applicant must return the original receipt enclosed with your passbook copy of Taiwanese financial unit. 2. 退費作業時間約 2~3 週。 The refund process takes two to three weeks.			