

華語文能力測驗

取消報名與退費注意事項（臺灣考區適用）

考生完成正式考試報名繳費，如果無法參加考試，要取消報名，請以電子郵件申請。

- 一、申請期限：請於**報名截止日後 4 天內**提出申請，逾期恕不受理（請參考考試日程表）。
 1. 請填寫「華語文能力測驗取消報名與退費申請表（臺灣考區適用）」。
 2. 填妥後，請掃描或拍照並電郵至華測會服務信箱 service@sc-top.org.tw。
- 二、取消費用：取消報名，收取手續費 300 元
- 三、退費方式：本會以「郵政匯票」退費，一律於原報考測驗日後一個月以郵局掛號寄出。
- 四、**注意事項：申請資料有誤或不全者，本會將不受理。**

Remarks on

TOCFL Registration Cancellation & Refunds

(for Use in Taiwan)

If you have already paid but cannot attend the test, you can apply to cancel your test registration and receive a refund.

Email application procedure:

- I. Deadline for applications to receive a refund: You can cancel your test and apply for a refund up until **4 days after the end of the registration period**. (See the yearly test schedule) No applications will be accepted after the deadline.
 1. Complete the TOCFL Registration Cancellation & Refund Application Form.
 2. Email your application form (scanned or photographed) to SC-TOP (service@sc-top.org.tw).
- II. Cancellation fee: There is a service charge of NT\$300 for each application.
- III. Refunds: Refunds are sent by registered mail one month after the date of the registered test, in the form of a postal order.
- IV. **Please note: A refund will not be made if an application is incomplete, or provides incorrect information.**

華語文能力測驗 取消考試申請表 (臺灣考區適用)

TOCFL Registration Cancellation & Refund Application Form (for Use in Taiwan)

申請日期 Application Date : 年(Y) 月(M) 日(D)

中文姓名 Chinese Name		英文姓名 English Name	
護照號碼 Passport No.		聯絡電話 Contact Telephone	
測驗地點 Test Location		測驗日期 Test Date	年(Y) 月(M) 日(D)
測驗類別 Test Type ★請勾選要取消報名的測驗類別、等級 Please indicate the Level and Band of the Test registered for.	聽讀測驗 Listening & Reading	測驗等級 Test Level: <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 流利精通級 Band C <input type="checkbox"/> 進階高階級 Band B <input type="checkbox"/> 電腦化適性測驗 (CAT)	
	口語測驗 Speaking	測驗等級 Test Level: <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 進階高階級 Band B <input type="checkbox"/> 流利精通級 Band C	
	寫作測驗 Writing	測驗等級 Test Level: <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 流利精通級 Band C <input type="checkbox"/> 進階高階級 Band B	
領取郵政匯票 方式(二選一) Postal order refund (select one only)	<input type="checkbox"/> 郵局掛號寄送 Send by registered mail. 寄件地址: Mail address: □□□-□□□ <hr/> ★如果您無法親自收件，請填寫 <u>他人可代收地址和收件人姓名</u> 或是親自到華測會辦公室領取。 If you are unable to personally receive registered mail, please <u>designate another person to sign for its receipt and provide their name below, or pick up your refund in person at an SC-TOP office.</u> <u>收件人姓名</u> Name of recipient: _____ <input type="checkbox"/> 親自到華測會辦公室領取 Pick up at an SC-TOP Office. <input type="checkbox"/> 林口辦公室：新北市林口區仁愛路一段 2 號資訊與教學大樓 B 棟 7 樓 Linkou office: 7F, Information and Academic Building, No. 2, Section 1, Ren-ai Road, Linkou District, New Taipei City <input type="checkbox"/> 臺北辦公室：台北市和平東路一段 162 號(臺師大校本部)普通大樓 315 室 Taipei office: (NTNU main campus) Room 315 Normal Building No. 162, Sec. 1, Heping E. Rd., Da'an Dist., Taipei City		