

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

2019年10月17日 2019年第2次處務會議通過

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，但提出退費時，已取得其他身分簽證學員。

(為避免有心人士以本中心證明文件取得簽證後，立即申請退費，退費受理以該員取得其他身分簽證有效日為準)

三、退費標準

(一) 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。

(二) 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。

(三) 開班上課時間已逾全期三分之一始申請退費者，不予退還。

(四) 已繳代辦費全額退還，但已購置成品者，發給成品。

四、退費方式

(一) 須於退費期限內填寫退費申請書、退還收據正本並繳交在臺金融單位存摺影本。

(二) 原持本教學中心證明文件申辦學生簽證者，須另提出已取得其他身分簽證

之相關文件始可申請退費。

※請注意：非郵局或臺灣銀行帳戶，將自付手續費 NT\$ 30 元。

五、其他未盡事宜依個案處理。

六、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)(非郵局或臺灣銀行帳戶，須自付手續費 NT\$ 30 元。)

華語教學中心退費規定

Refund Regulations, Chinese Language Center, NSYSU

I . The regulations hereby are based on the regulations of the Ministry of Education.

II . Objects: Students who meet the following requirements are eligible for a refund, provided with suitable documents.

1. Students enrolling in the program of Certificate for Teaching Chinese as a Second Language.
2. Students enrolling in Mandarin Chinese courses with visas issued other than Chinese Language Center.
3. Students with visas issued by Chinese Language Center, yet, in time of applying for refund, have legally obtained visas issued by a third party. (In the interest of exempting students whom do not genuinely enroll for classes from applying refund, the CLC will accept refund application based on the valid date of visas issued by the third party.)

III . Refund Standards

1. Before the term begins, students whom apply for a refund can get 90% of the payments.
2. Within one-third of the course hours after the term begins, students whom apply for a refund can get 50% of the payments.
3. Students whom apply for refund after one-third of the term begins, the application will not be acceptable.
4. The miscellaneous expenses will be fully refunded, yet, the 'End Item' expenditures such as the materials, parts, facilities, or services (or their combination) that is deliverable or supplied are not refundable, but rendered instead.

IV . Refund Procedures

1. Within the deadline, students should fill out an application form, returning the official receipt, and submitting a copy of the bankbook of a suitable financial institute in Taiwan.
2. Students holding visas based on the enrollment certificate of Chinese Language Center should provide necessary documents showing the visas' status have legally altered.

※Attention: For those whom provide bankbook accounts other than the Post Office or Bank of Taiwan, an additional processing fee of NTD 30,00 is required.

V . For issues other than above, the Chinese Language Center shall deal with by cases.

VI . The regulations hereby have come into effect after the administration meeting approved and remain effective whenever modified.

Remark :

Chinese Language Center holds the right to terminate courses due to the enrollment consideration. Payments will be refunded through wire transfer without gaining interests. (For those whom provide bankbook accounts other than the Post Office or Bank of Taiwan, an additional processing fee of NTD. 30,00 is required.)

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.			