

國立中央大學學生休退學及研究生畢業離校退費程序單

Procedure Form for a Refund of Tuition and Incidental Fees When Applying for Leaving School

學生姓名 Name		學號 Student ID No.		系所 Department/Institute														
身分證字號 ID/ARC No.		聯絡電話 Phone Number																
退費原因 Reason for the Refund	<input type="checkbox"/> 新生放棄 Giving up being enrolled as a new student <input type="checkbox"/> 休學 Suspension of schooling <input type="checkbox"/> 退學 Dropping out of school <input type="checkbox"/> 畢業 Graduation			辦理住宿費退費另洽住宿服務組 Please contact the Division of Dormitory Service for the refund of dormitory fees.														
退費方式 Ways to Refund the Applicant	<p>*出納組將依您勾選的方式辦理退費，如有疑問請洽出納組。</p> <p>The Division of Cashier will refund you through one of the following ways ticked by you. Please contact the Division of Cashier if you have any question.</p> <p>*檢附文件 Documents Required:</p> <ol style="list-style-type: none"> 繳費收據或轉帳收據 The receipt of payment, or the receipt of inter-bank transfer 選擇匯款退費者另附存摺封面影本 A copy of the applicant's bankbook front cover should be submitted if the applicant chooses to be refunded by remittance. <p><input type="checkbox"/> 開立支票掛號郵寄 Send the check by registered mail.</p> <p>地址：Address:</p> <p><input type="checkbox"/> 匯款至郵局帳戶(限本人帳戶) Remit the refund to my Post Office account. (The owner of this account shall be the applicant applying for the refund of tuition.)</p> <table border="1"> <tr> <td>局號 Branch No.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>帳號 Account No.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> 匯款至銀行帳戶(限本人帳戶) Remit the refund to my bank account. (The owner of this account shall be the applicant applying for the refund of tuition.)</p> <div style="border: 1px solid black; padding: 5px;"> <p>本人退費匯入以下銀行帳號，且同意匯費由退費款項中扣除。 I hereby agree that the refund will be remitted to the following bank account, and I agree that the charge for remittance shall be deducted from the refund.</p> <p style="text-align: right;">銀行 Bank: _____ 分行 Branch:</p> <p>帳號 Account Number:</p> <p>簽名 Signature:</p> </div>					局號 Branch No.							帳號 Account No.					
	局號 Branch No.							帳號 Account No.										

審核 Verification			
退費標準 Refund Standard	<input type="checkbox"/> 扣除行政手續費(百分之五) Administration Fee Deduction (5%) <input type="checkbox"/> 全額退費 A Full Refund of Paid Tuition and Incidental Fees <input type="checkbox"/> 退還三分之二 A Refund of Two-thirds of Paid Tuition and Incidental Fees <input type="checkbox"/> 退還三分之一 A Refund of One-third of Paid Tuition and Incidental Fees		覆核 Review
核准 Ratification	註冊組經辦 Division of Registrar		註冊組組長(或授權人) Chief of the Division of Registrar(or Deputy)

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