

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	* 出納組將依您勾選的方式辦理退費，如有疑問請洽出納組。 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.																			
	* 檢附文件 Documents Required:																			
	1. 繳費收據或轉帳收據 The receipt of payment, or the receipt of inter-bank transfer 2. 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.																			
	<input type="checkbox"/> 開立支票掛號郵寄 Send the check by registered mail. 地址：Address:																			
	<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.)																			
	<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> <td></td> <td></td> </tr> </table>					局號 Branch No.							帳號 Account No.							
局號 Branch No.							帳號 Account No.													
	<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.)																			
	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. 銀行 Bank: _____ 分 行 Branch: 帳號 Account Number: 簽名 Signature:																			
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)																	