

實踐大學學生退費申請表(臺北校區)Application for Student Refund ,Shih Chien University (Taipei campus)

姓名 Name	學號 Student ID No	<input type="checkbox"/> 日間部 Full-time Undergraduate student
		<input type="checkbox"/> 進修部 Continuing Education Student
		班級 Class
聯絡電話 Telephone numbers (家)(Home)/(手機)(Mobile phone)		申請人簽章&日期 Applicant's signature &Date

退費原因 Reason for Refund

1.休學 Suspension of Study

2.退學 drop-out(勒退 Forced Withdrawal 自請退學 Withdrawal of study 放棄入學 Decline of Admission)

3.溢繳 Spill over fees / 退選 Drop courses 學雜費 Tuition Fees 學分費 Credit Hour Fees

使用費/指導費:電腦 E-Learning Computer /語言 Language /音樂 Music as the Major/ Minor/ Elective Laboratory Fee

4.退暑修學分費 Summer course 科目名稱 Course Name: _____
(開課 日間部 Full-time Undergraduate student 進修部 Continuing Education)

5.退住宿費 Dormitory Fee Refund(寢室號 Room NO: _____ 退宿基準日: _____)
Dormitory 德惠宿舍 Dehui Dorm 女生一宿 Female Dorm I 女生二宿 Female Dorm II

6.其他 Other _____

退費領取方式 Refund Methods

※退費完成約需 2~3 個星期工作天 Refund check are generally processed within two or three weeks of working days.

1.匯款 Remittances:(限學生本人帳戶,並與校務系統一致,帳戶非彰銀者內扣手續費 The bank account should be students themselves only, and it is consistent with the school management system. If the account is not Chang Hwa Commercial Bank, the handling fee will be deducted.)

銀行(Bank): _____ 分行(Branch Name): _____

戶名(Account Name): _____ 帳號(Account Number): _____

2.親自至出納組領取支票(請攜帶私章及學生證或身份證)

Receive the refund fee at Cashier's Section in person (Please bring your personal seal and student ID card or Identity card)

退費計算【本欄由財務處填寫】

註冊課務一組 Registration and Curriculum Section	其他會簽單位 Other Department
註明退費計算基準日	註明退費計算基準日

本表基於「教育行政業務需求」之目的而蒐集您的個人資料，僅存放於校內，作為資料核對與聯繫、會計憑證之用，未來將隨會計憑證一併銷毀。The form collects your personal data to meet the needs of educational administration. It will be stored on campus only for data verification, communication and accounting purposes, and will be destroyed along with the accounting documents in the future.