**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**

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| 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 | * 新生放棄 Giving up being enrolled as a new student
* 休學 Suspension of schooling
* 退學 Dropping out of school
* 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.
* **開立支票掛號郵寄** Send the check by registered mail.

 地址：Address: * **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.)

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| 局號Branch No. |  |  |  |  |  |  |  | 帳號Account No. |  |  |  |  |  |  |  |

* **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.)

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| 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: 　 　　 　  |

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| 審核 Verification |
| 退費標準Refund Standard | * 扣除行政手續費(百分之五) Administration Fee Deduction (5%)
* 全額退費 A Full Refund of Paid Tuition and Incidental Fees
* 退還三分之二 A Refund of Two-thirds of Paid Tuition and Incidental Fees
* 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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本表單蒐集之個人資料，僅限於個人資料129會計與相關服務使用，非經當事人同意，絶不轉作其他用途，亦不會公佈任何資訊，並遵循本校個人資料保護管理制度資料保存與安全控管辦理。The personal information gathered in this form is limited to the usage of the services related to accounting. Without the permission of the person involved, the information will never be used for any other purpose, neither will it be announced publicly. The information will be preserved and managed by the system of protection and management of personal information and security control at NCU.

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