

# 國立臺灣師範大學國語教學中心退費辦法(修正稿)

## Mandarin Training Center National Taiwan Normal University Refund Guidelines

94年4月19日經校長核定修正通過

96年4月24日經校長核定修正通過

100年2月21日經校長核定修正通過

Approved by NTNU President, February 21, 2011

第一條 本中心為使學員申請退費所遵循，特訂本辦法。

The Mandarin Training center (MTC), hereby, sets forth these Guidelines for MTC students applying for refunds.

第二條 本辦法係依教育部「專科以上學校推廣教育實施辦法」辦理。

These Guidelines are based on the Ministry of Education's Guidelines for Colleges with Extension Education Programs.

第三條 本辦法所指退費，僅限學費。註冊時所繳註冊費及保險費，一概不退。

註冊繳費至開學日前一天退還學費九成，上課未逾該學季三分之一者退費五成，上課逾三分之一不予退費。

"Refunds" in these Guidelines refer to tuition cost only.

Other costs, including application fees and insurance costs, will not be refunded. 90% of tuition will be refunded for applications submitted no later than the day before the semester starts. 50% will be refunded for applications submitted before 1/3 of the semester is completed. No refunds will be given for applications submitted after the semester is 1/3 completed.

第四條 學員因不可抗力之原因，無法繼續上課，得於事件發生一星期內，填寫退費申請表並於申請表內詳述具體理由，檢附本中心學員證、原繳納學費收據及相關證明文件，經本中心主任核可後辦理退費。退費申請時間以本中心收到申請文件為準。依本條辦理退費者，註冊繳費至開學日前一天退還全額學費，上課未逾該學季三分之一者退學費七成，上課逾該學季三分之一而未逾該學季三分之二者退學費四成，上課逾三分之二者不予退費。

Any student that cannot attend classes due to circumstances beyond his/her control, within one week of the incident in question, may fill out a Tuition Refund Application explaining in detail the reason for the refund request. He/she must also submit his/her MTC student ID card, his/her original tuition receipt, and any other relevant documents to the director of the MTC for approval. The tuition refund application must be received by the MTC by the application deadline. Tuition will be completely refunded for applications submitted no later than

the day before the semester starts. 70% of tuition will be refunded for applications submitted before 1/3 of the semester is completed. 40% of tuition will be refunded for applications submitted after 1/2 of the semester is completed. No refunds will be given for applications submitted after 2/3 of the semester is completed.

**第五條** 密集班學員因程度不合適而於換課期間轉至普通班，同時提出退費申請者，其溢繳之學費得全數退還。

Any student that signs up for an intensive course, but due to a lack of a suitable intensive course, switches to a regular class during the class change period can receive the full amount of the difference in the tuition fees of the two courses. Refund requests are to be submitted when changing classes.

**第六條** 文化輔修課程一經開課後，學員所繳費一概不退。

Tuition for culture classes will not be refunded once classes begin.

**第七條** 因本中心開班人數不足或開班人數已滿，導致無適合課程可上者，學員得於開學七日內提出退費申請，並可選擇全額退還所繳學費或轉至下一學季，但僅保留一學季。

If the MTC cannot provide a suitable class because too few students sign up for a particular class or because all appropriate classes are already filled, students can either apply for a full refund (to be requested no later than seven days after the commencement of the semester) or switch the tuition fees to the next semester. Tuition can only be deferred for one semester.

**第八條** 非上述情況欲申請退費者，得提出書面說明，經本中心主任批准後據以辦理。

Any student that wishes to apply for a refund but whose situation does not fall under any of the aforementioned categories is to submit to the director of the MTC a request in writing explaining his/her reason for applying for the refund. If approved, a refund will be made.

**第九條** 本辦法經呈校長核可後實施，修正時亦同。

These Guidelines and any amendments there to are valid upon approval by the president of NUNU.