

國立臺北教育大學日間學制學生證使用注意事項

National Taipei University of Education Regulations Governing the Use of Day School Student ID Cards

104年02月10日簽奉核定

106年12月02日簽奉核定

Approved on February 10, 2015

Approved on December 2, 2017

一、使用說明：

1. Instructions for Use:

- (一) 本校學生證分為悠遊卡學生證(106學年度前入學生用)及一般學生證(106學年度起入學生用)，悠遊卡學生證可儲值兼作悠遊卡使用。
 - (二) 學生證正反面影本加蓋本校戳章可作為在學證明使用。
 - (三) 學生證為學生身份證明，持有人應考量遺失之風險並善盡管理義務，亦應防止他人獲悉卡片相關資訊，以避免冒用違法情事。
 - (四) 辦理離校手續時，學生證須繳回，若欲保留學生證，須蓋「註銷身份」章。如有遺失，應填寫【學生證遺失切結書】辦理掛失手續後，方可辦理離校事宜；如有違法或不當使用學生證者，應自負相關法律責任。
- (1) The School has two kinds of student ID cards; EasyCard student ID cards (for students who enrolled before 2017) and regular student ID cards (for students who enrolled beginning in 2017). The EasyCard student ID card may also be used as an EasyCard.
 - (2) Photocopies of student ID cards bearing the School's stamp on both the front and back can be used as proof of enrollment at the School.
 - (3) Student ID cards are proof of a student's identity. The holder of such a card should consider the risk of loss and take all necessary precautions to prevent it. He or she should also prevent others from acquiring card-related information in order to avoid fraudulent use.
 - (4) When carrying out procedures to leave the School, student ID cards must be returned. Should the student wish to keep his or her student ID card, the card must be stamped as 'Invalid for Use'. Should a card be lost, the holder should fill out an "Affidavit for Loss of Student ID Card". Only after carrying out loss registration procedures can matters relating to leaving the School be carried out. Where a student ID card is used illegally or improperly, the holder shall bear the relevant legal responsibilities.

二、使用範圍：

2. Scope of Use:

校內：需檢核本校學生身份之相關單位，如：圖書館、宿舍、餐廳、泳健館等等。

校外：學生身份證明，悠遊卡學生證並可兼作悠遊卡使用，相關說明請參閱悠遊卡(股)公司網站(<http://www.easycard.com.tw>)。

Within the School: For relevant units with a need to check the identity of students, such as: libraries, dormitories, restaurants, swimming pool and gym, and so on.

Outside the School: Used to prove student status. EasyCard student ID cards can double as EasyCards. For relevant instructions, please refer to the official website of the EasyCard Corporation (<http://www.easycard.com.tw>).

三、領用時間：新生入學時由教務處統一製發首張學生證，領取時間依教務處公告為準。

- #### 3. Time of Card Receipt: The Office of Academic Affairs issues freshmen with their first student ID card upon enrollment. Precise time of receipt will be determined and announced by the Office of Academic Affairs.

四、保存方式：

4. Taking Care of Student ID Cards:

- (一) 請勿將卡片置於高溫、高濕、高壓、高磁的環境下。
- (二) 請勿重壓或彎折卡片，以免壓折損毀。
- (三) 避免將卡片置於褲子口袋或背包中，以免折損。
- (1) Please do not place your card in environments of high temperature, high humidity, high pressure, or high magnetism.
- (2) Please do not put excessive pressure on your card or bend it, to prevent it from becoming folded and damaged.
- (3) Avoid placing your card in pants pocket or backpack, to prevent it from becoming folded and damaged.

五、補發換發：請先至行政大樓 2 樓繳費機或出納組繳交工本費後，持收據至註冊組辦理。

5. Re-issuance and Replacement: Please proceed first to the second floor of the Administration Building, to pay the fee through a payment machine or the Division of Cashier. Then take the receipt to the Division of Registration to carry out processing.

(一) 卡片種類：

悠遊卡學生證：工本費 150 元。適用對象為 106 學年度前入學生，先以庫存備卡製發，備卡用罄即以一般學生證製發。

一般學生證：工本費 100 元。

(二) 發放時間：新卡每週四發放，週二中午前申請者，當週四可取件。

(三) 卡片遺失：申請補發新卡後，前卡之功能即失效（若有悠遊卡功能亦然），遺失之學生證如經找回，亦無法使用。

(四) 卡片毀損：原卡需繳回。若原卡為三個月內核發之新證，有表皮脫落或消磁等情形，由註冊組逐案將學生證寄回廠商查明毀損原因(約 14 個工作天)，並依查覆原因處理如下：

若是人為因素使用不當致損壞，學生須繳交換證工本費：悠遊卡學生證 150 元、一般學生證 100 元。

若非歸咎於學生因素之損壞(含表皮脫落)，廠商將寄回一張半成品卡，惟仍需向學生酌收 50 元工本費(含製卡材料及掛號郵資)。

(五) 更改姓名：申請時新舊姓名需一併填報。

(六) 更換照片：申請時請提供新照片。

(七) 更換系所：申請時新舊系所請一併填報。

(八) 其它原因：申請時請敘明原因。

(1) Card types:

EasyCard student ID card: handling fee of NT\$150. Applicable for use by students who enrolled before the 2017 academic year. Backup cards from the storeroom will first be issued, and when these are exhausted, regular student ID cards will be issued.

Regular student ID card: handling fee of NT\$100.

(2) Times of issue: New cards are issued every Thursday. Those who apply before noon Tuesday may receive their cards on Thursday of the same week.

(3) Card loss: After applying for a replacement card, the functionality of the previous card expires (this is also the case if there is an EasyCard function). Lost student ID cards can also no longer be used if they are later found.

(4) Card damage: The original card needs to be returned. If the original card is a new card which was issued within three months, and there are circumstances of degaussing or damage to the card's protective surface, the Division of Registration may accordingly return the student ID

card to the manufacturer to identify the cause of the damage (takes about 14 working days), and handle as follows in accordance with reasons thus identified:

If damage was caused by improper use, students have to pay a replacement fee: NT\$150 for an EasyCard student ID card, NT\$100 for a regular student ID card.

If damage (including damage to the card's protective surface) is not attributable to the student, the manufacturer will send a semi finished product card back to the student for a production cost fee of NT\$50 (including card-making materials and registered mail postage).

- (5) Changing name on card: When applying, the old name and the new name are to be filled out and submitted together.
- (6) Changing photo on card: Please provide a new photo when applying.
- (7) Change of academic department: When applying, the old department and the new department are to be filled out and submitted together.
- (8) Other reasons: When applying please state reason/s.

六、悠遊卡學生證學生優惠效期：

6. Student discount validity period for EasyCard student ID card:

- (一) 學士班、碩士班及博士班皆設定為入學年度起第 4 年之 10 月底。
 - (二) 申請延畢或曾辦理休學之同學，請持學生證至註冊組辦理展期，每次展期以 1 年為原則，未辦理展期者，逾期後票卡將以普通票費率計收。
- (1) For undergraduate, master's and doctoral programs, expiry of student discount is set at the end of the following October after the fourth academic year from the year of enrollment.
 - (2) Students who have applied for extension of studies or have previously suspended studies should please take their student ID card to the Division of Registration to apply for extension. In principle, each period of extension is for one year. For those who have not applied for extension, after expiry, the card will be charged at the ordinary rate.

七、悠遊卡學生證掛失退費：

7. Refunds for missing EasyCard student ID cards:

- (一) 悠遊卡(股)公司查核卡片可用餘額後，出具【退費通知單】並逕寄學生所填「退費通知寄送地址」(約 14 個工作天)。
 - (二) 持卡人須負擔掛失手續費 20 元及郵資，相關費用由卡片中可用餘額扣除，學生再自行持【退費通知單】及身分證件至各捷運站旅客詢問處辦理退費。
 - (三) 為提供記名式悠遊卡相關服務，悠遊卡(股)公司需保留學生個人資料作為電子票證業務及掛失服務之用，且配合個人資料保護法之實施，已將應告知之事項載於悠遊卡(股)公司網站。
- (1) After the EasyCard Corporation checks the available balance of the card, it will issue a "refund notice" and send this to the 'refund return address' filled in by the student (takes about 14 working days).
 - (2) The cardholder shall bear a reporting fee of NT\$20 and the postage, the relevant fees will be deducted from the available balance on the card, and the student will then take the "refund notice" and his/her ID to the passenger inquiry counter of a metro station for refund.
 - (3) In order to provide service to the registered EasyCard user, EasyCard Corporation needs to retain the personal data of the student for service in electronic ticket operational matters and for loss reportage, and in accordance with the implementation of Personal Information Protection Act, matters to be notified have been posted on the EasyCard Corporation website.

八、悠遊卡學生證學生優惠失效：

8. Loss of student discount validity of the EasyCard student ID card:

- (一) 學生身分消滅時，優惠條件一併失效，並轉為無記名式悠遊卡，悠遊卡功能仍可繼續使用。
- (二) 無記名式悠遊卡以普通票費率計收，且無法辦理掛失。
 - (1) When the student's identity as such is invalidated, the preferential terms of the card also expire, and the card is converted into a card without a registered bearer, but the card can still be used.
 - (2) Unregistered EasyCards can be used with tickets charged at the ordinary rates, and cannot be reported as lost.

九、學校服務時間：

9. School service times:

平日上班時間：週一至週五上午 8 點 30 分至下午 5 點 30 分。

寒暑假上班時間：依本校人事室公告為準。

洽詢單位：教務處註冊組(02)27321104 分機 82224

Weekday working hours: Monday to Friday 8:30 am to 5:30 pm

Summer and winter holiday working hours: Announcement will be made by the School's Personnel Office.

Inquiry Unit: Division of Registration, Office of Academic Affairs (02) 27321104 ext. 82224

十、悠遊卡(股)公司客服資訊：

10. EasyCard Corporation Customer Service Information:

(一) 網址：<http://www.easycard.com.tw>

(二) 24 小時客服專線：412-8880 (手機及金馬地區請加 02)

(三) 客服信箱：service@easycard.com.tw

(1) Website: <http://www.easycard.com.tw>

(2) 24-hour customer service hotline: 412-8880 (if calling from a mobile phone or from Kinmen or Matsu regions please add 02)

(3) Customer Service E-mail: service@easycard.com.tw