



National Taipei University of Education

Chinese Language Education Center

Refund Application

| | | | |
|---|-----------|------------------------|-------------------|
| Name of the student | | Contact Number | |
| ID Number | | | Day: |
| Class | | | Night: Mobile: |
| ◎ Refund Account (Please use a account with the student's own name) | | | |
| If you are seeking a refund for Children' class, please provide the parent's information : Name of the Parent : _____ Parent's ID number : _____ | | | |
| 1. Bank | Name : | 2. Postal Office | Name : |
| | Branch : | | Branch Number : |
| | Account : | | Account : |
| ◎ Reason for Refund (Please provide in brief for future reference.) <input type="checkbox"/> 1. Personal Reason <input type="checkbox"/> 2. Class not suitable <input type="checkbox"/> 3. Teacher not up to expectation <input type="checkbox"/> 4. Need to return to home country due to visa etc. <input type="checkbox"/> 5. Other: | | | |
| ◎ Applicant's signature : | | Date(YY/MM/DD): | |
| Please do not fill out the form below. | | | |
| ◎ Refund Regulation : <input type="checkbox"/> 1. Unable to attend due to late start of classes ; will return full fees and registration fee. <input type="checkbox"/> 2. Applied for refund before the start of classes ; will return 90% of fees, without registration fee. <input type="checkbox"/> 3. Applied for refund after the start of classes, but attended 1/3 or less of the class ; will return 1/2 of fees, without registration fee. <input type="checkbox"/> 4. Unable to stay in Taiwan due to visa ; will return full fees and registration fee. ※All refunds will be conducted through electronic transfer; approximately 10 working days. | | | |
| <input type="checkbox"/> 1. Applicable for refund, amounts are as follow: Registration fees : _____ School fees : _____ Total : _____ <input type="checkbox"/> 2. Not applicable for refund. | | Chief of Unit : | |
| Undertaker : | | | |
| ◎ How to apply : ※ You will need to provide the receipt. ※ You need to provide the account number, information, and a photo copy of the bank statement. ※ Please choose one of the following method for refund : 【 We do not accept incomplete applications 】 1. In person: Please go to CLEC office at Du-Xing Building, Y202) 2. By Fax : 02-27325950 3. By Mail; : Rm Y202, Du-Xing Building, 134 Section 2, He-Ping Rd. W., Da-an District, Taipei City 106 ※ Contact us at : 02-27321104*82025、82026、83331 or 83335 (Chinese Language Education Center) | | | |

