

寒暑假住宿退費申請單

Accommodation Refund Application For Summer/Winter Vacation

基本資料填寫

姓名 Name :	學號 Student ID Number :	系級 Department / Grade :
身分證字號 ARC number :	電話 Phone number :	

退費週次 Week to apply : _____ (請填週次), 總計週數 Total _____ weeks

- 一、寒暑假住宿費計費週次依本校行事曆為主，由星期日起算至星期六。
- 二、寒暑假退費原因說明：
 無住宿需求(需在不住的那一週的星期日上午 11 時之前提出申請)
 重複申請(需提供兩份繳費紀錄)
- 三、退費程序：列印【寒暑假住宿退費申請單】→清空宿舍(暑假)、歸還寢室鑰匙、請舍監檢查寢室並在申請單上簽名→將申請單繳回住宿組辦理退費。
- 四、至校務資訊系統→個人資料登錄本人之郵局或銀行帳號。未登錄個人帳號者，無法辦理退費。
- 五、本表單請於開學第一週內交至學務處住宿組。

1. The measurement for the accommodate duration is based on the school calendar. The duration cycle is count from Sunday to next Saturday.
2. Please select a reason :
 No accommodation requirement. (Attention: application MUST be done before 11 A.M. Sunday by the week you do not need to stay)
 Repetition application (Attention: need to provide original and current payment records)
3. Procedure : Please fill in this form and print it.→ Clear the dormitory (ONLY SUMMER VACATION), return the keys and ask the supervisor to check the dormitory is clean or not. If the dormitory is clear, the supervisor will sign this form.→Return this form to the student housing section.
4. Register your post office or bank account number with Personal Information
5. Application deadline: First week after the semester begins.

申請學生簽名 Signature: _____

住宿組查核蓋章處：(註明日期)	(本欄由住宿組填寫)
	共申請退費 _____ 週 退費金額： _____ 住宿組收件日期： _____ 年 _____ 月 _____ 日

退費資料黏貼 PASETE RECIVE DOVUMENTS

相關文件請自行縮印至適合本欄位大小之影本

PASETE HERE

本欄位請黏貼繳費證明文件影本 (繳費相關收據)