

學期住宿退費申請單

Application for Dormitory Refund in Semester

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 :	聯絡電話 Phone number :	寢室 Room number : 樓 寢 床

一、學期退費原因說明：住家裡 在校外租房子 實習 畢業
配合賃居生調查，請校外租屋者提供租屋處地址：

二、退宿及退費程序：列印【學期住宿退費申請單】→清空宿舍、歸還寢室鑰匙、請舍監檢查寢室並在【學期住宿退費申請單】簽名→將申請單及繳費證明單(校務資訊系統查詢列印)繳回住宿組辦理退費。

三、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。

四、住宿費退費標準如下(退宿時間以舍監簽名時間為準)：

1. 開學前申請退宿者，住宿費全部退還。
2. 開學後未逾學期三分之一申請退宿者，住宿費退還三分之二。
3. 開學後逾學期三分之一未逾學期三分之二申請退宿者，住宿費退還三分之一。
4. 開學後逾學期三分之二申請退宿者，住宿費不予退還。
5. 因實習課程期中退宿或提早畢業得依週次比例退費。

六、配合學雜費退費作業，於每學期第十週之後開始辦理退費作業。

1. Select a reason: Rent an apartment Intern Graduated

2. Please fill in the address where you live currently:

3. Procedure: Print [Application for Dormitory Refund in Semester] → Clear the room, return the keys, and let the dormitory supervisor to verify the room is clean → Ask the supervisor to sign [Application for Dormitory Refund in Semester] → Hand in this application to the housing section → Get refund

4. Refund standard (Calculated from the date when supervisor signed):

- A. Get the full refund back when you were checked out before a semester started.
- B. Get 2/3 refund back when you were checked out before 1/3 semester started.
- C. Get 1/3 refund back when you were checked out between 1/3 semester started to 2/3 semester started.
- D. No refund when you were checked out after 2/3 semester started.
- E. If you were checked out because of intern or graduated early, the refund would be calculated by weeks you have not lived.

5. Due to administrative work, you would get your refund after 10th weeks during the semester.

申請生簽名 Signature :

日期 Date : 年(yy) 月(mm) 日(dd)

舍監查核蓋章處：(註明日期)

(本欄由住宿組填寫 The part is filled by the housing section)

原繳住宿費：

退費比例：退全額 退 1/3 退 2/3
實習，退 _____ 週 畢業，退 _____ 週

退費金額：_____ 元

住宿組收件日期： 年 月 日