



學費退費申請單  
Tuition Refund Request Form

退費規則 Refund Policy

務請詳細填寫，資料不全恕不受理  
Incomplete request will not be processed.

1) 新生報名費和任何的特別手續費一律不退費。

New student registration fee and other special fees are not refundable. Outstanding balances will be deducted.

2) 每學年之學費僅在每學年前二週接受申請退費。學校可能要求申請人出示付款證明。

The tuition is refundable only during the first two weeks of the school year. Proof of the original payment may be required.

3) 除非文化班被取消的情況下以外，所有退費將扣除手續費。

All refunds will be subjected to a processing fee per class except for cancelled cultural class.

學生中文姓名 Chinese Name

學生 英文姓名 Student English Name

學生學號 Student ID

學年 School Year

請選擇退費 Please select refund

☐ 語文班 Language Class: \_\_\_\_\_

☐ 文化班 Cultural Class: \_\_\_\_\_

退費理由 Reasons for Refund

支票接收人的英文姓名 Check payable to (PLEASE PRINT)

郵寄地址 Mailing Address

城市 City

郵區 Zip Code

家長英文姓名 Parent's Name

家長簽名 Parent's Signature

日期 Date

聯絡電話 Phone number

OFFICE USE ONLY

學校幹事 Staff Member Name	Received By (Language): _____ Date: _____ Received By (Cultural): _____ Date: _____
註冊組 Registration Dept.	Approved By: _____ Date: _____
財務組 Finance Dept.	Original Check # _____ Tuition Paid \$ _____ <input type="checkbox"/> Language Class <input type="checkbox"/> Culture Class Processing Fee(s) \$ _____ Refund Check # _____ Refund Amount: \$ _____ Processed By: _____ Date: _____ <input type="checkbox"/> Posted