



**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 \_\_\_\_\_

請選擇退費 Please select refund  
 語文班 Language Class: \_\_\_\_\_  
 文化班 Cultural Class: \_\_\_\_\_

學年 School Year \_\_\_\_\_

退費理由 Reasons for Refund \_\_\_\_\_

支票接收人的英文姓名 Please provide your legal name to be written on the check (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