

# 高師大暑期華語營退費辦法

## Summer Camp of College Student National Taiwan Normal University Refund Guidelines

第一條 本為使學員申請退費所遵循，特訂本辦法。

The Summer Camp of Mandarin Study Tour sets forth these Guidelines for students applying for refunds.

第二條 本辦法係依教育部「專科以上學校推廣教育實施辦法」辦理。

These Guidelines are based on the Ministry of Education's Guidelines for Colleges with Extension Education Programs.

第三條 本辦法所指退費，僅限學費。註冊時所繳註冊費及保險費，一概不退。

**註冊繳費至開課日前一天退還學費九成**，上課未逾該課程三分之一者退費五成，上課逾三分之一不予退費。

“Refunds” in these Guidelines refer to tuition cost only. Other costs, including application fees and insurance costs, will not be refunded. 90% of tuition will be refunded for applications submitted no later than the day before the tour starts. 50% will be refunded for applications submitted before 1/3 of the class is completed. No refunds will be given for applications submitted after the class is 1/3 completed.

第四條 學員因不可抗力之原因，無法繼續上課，得於事件發生一星期內，填寫退費申請表並於申請表內詳述具體理由，檢附本華語營名牌、原繳納學費收據及相關證明文件，經本華語營總召核可後辦理退費。退費申請時間以本華語營收到申請文件為準。依本條辦理退費者，註冊繳費至開課日前一天退還全額學費，上課未逾該課程三分之一者退學費七成，上課逾該課程三分之一而未逾該課程三分之二者退學費四成，上課逾三分之二者不予退費。

Any student that cannot attend classes due to circumstances beyond his/her control may fill out a Tuition Refund Application explaining in detail the reason for the refund request within one week of the incident in question. He/she must also submit his/her camp's name card, his/her original tuition receipt, and any other relevant documents to the leader of the camp for approval. The tuition refund application must be received by the camp by the application deadline. Tuition will be completely refunded for applications submitted no later than the day before the class starts. 70% of tuition will be refunded for applications submitted before 1/3 of the class is completed. 40% of tuition will be refunded for applications submitted after 1/2 of the class is completed. No refunds will be given for applications submitted after 2/3 of the class is completed.

第五條 非上述情況欲申請退費者，得提出書面說明，經本華語營總召批准後據以辦理。

Any student that wishes to apply for a refund, but whose situation does not fall under any of the aforementioned categories should submit a request in writing, explaining his/her reason for applying for the refund to the leader of the Summer Camp of Mandarin Study Tour. If approved, a refund will be made.