National Taipei University of Education
□ Suspension □ Withdrawal
Application for the refund of tuition, miscellaneous fees, and other remaining fees

Application Information

I. Students who wish to suspend (withdraw from) their studies should attach a payment receipt or proof of payment and a copy of the cover of their passbook, fill in this application, and conduct the relevant matters concerning fee refund at the Division of Registration . Once the procedure is complete, the Division will refund the fees according to the standards of fee refund stipulated by the Ministry of Education.

II. Applications for fee refunds by students suspending (withdrawing from) studies must be made during the semester of suspension (withdrawal) and will not be accepted once this period has expired. The calculation of fee refunds for suspension (withdrawal) will be made according to the date the application was submitted to the department.

Name	(Signature or Seal)	Student ID No.		Class	
ID Card No.					
Post office (Bank) Account (Please attach a copy of the cover)		□ Post Office □□□□□□□-□□□□□□□ (Recommended) □ _____Bank_____Branch _____			

The following information will be filled in by the case handling unit

Academic Year and Date of Suspension (Withdrawal): Academic Year_____Semester_____ Date of Submission to the Department: _____ Date of Approval:_____			1. Before the registration day (inclusive): Full refund
			2. Between the day after the registration day and the day before the beginning of the semester (inclusive): Refund 2/3 of tuition and the full amount of miscellaneous fees and other remaining fees.
			3. Between the 1st and 6th week after the beginning of the semester (inclusive): Refund 2/3 of tuition, miscellaneous fees, and other remaining fees.
			4. Between the 7th and 12th week after the beginning of the semester (inclusive): Refund 1/3 of tuition, miscellaneous fees, and other remaining fees.
			5. Other reasons:
Refund Amount			Tuition NT$
			Miscellaneous Fee NT$
			Basic Tuition and Miscellaneous Fees NT$
			Credit Fee NT$
			Thesis Advisor and Oral Examination Fee NT$
			Tutorial Fee for Department of Music NT$
			Internet Access Fee NT$
			Keyboard Instrument and Facility Maintenance Fee NT$
Clerk of the Division of Registration	Division Director of Registration		Group Insurance Fee (limited to students processing suspension or withdrawal before the registration day) NT$
			Other NT$
			Total NT$

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