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| **國立成功大學學生宿舍退宿申請表**  **NCKU Student Dormitory Withdraw Application** | | | | | | | 年 月 日 | | |
| (YYYY) (MM) (DD) | | |
| 舍別  Dorm | |  | | 寢室  Room No. | |  | | | |
| 姓名  Name | |  | | 系級  Dept./Inst. | |  | | | |
| 學號  Student ID No. | |  | | 聯絡電話  Contact No. | |  | | | |
| 退宿期別  Withdraw Duration | | □ \_\_\_\_\_\_\_學年度上學期(本學年均取消) Fall Semester □ \_\_\_\_\_\_年寒假Winter stay  □ \_\_\_\_\_\_\_學年度下學期Spring Semester □ \_\_\_\_\_\_年暑假Summer stay | | | | | | | |
| **退宿原因Withdraw Reason：**  □(1)休學、退學、畢業、意外事故。需附證明文件。Suspension / Withdrawal / Graduation / Accident. Related document required.  □(2)自行申請退宿Other. 原因Please specify： | | | | | | | | | |
| **退費附件(請於次頁黏貼) Refund Attachment ：**  □ (1)**臺灣銀行住宿費繳費收據** A photocopy of Dorm Fee Payment Receipt from Bank of Taiwan  □ (2)**本人身份證正反面影本** Front and back photocopies of ROC(Taiwan) Resident Certificate (ARC)  退費方式Collect the refund via :  □ (3-1)郵局或銀行帳戶轉帳: 請附**本人之存簿封面影本**。轉帳手續費(依各銀行收費標準)逕於退費金額中扣除。  Post Office or Bank Transfer: Please provide a photocopy of the cover page of the applicant’s passbook.  The remittance handling fee will be ducted from the refund.  銀行代號Bank Code:□□□ 分行代號Branch Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 帳號Account No.:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * (3-2)支票: 請附**已填畢收件人及收件地址之信封**。支票郵寄郵資逕於退費金額中扣除。   Crossed Check: Please provide an envelope with the applicant’s name and address on it. The postage will be deducted from the refund. | | | | | | | | | |
| **住服組簽辦For Administrators Only** | | | | | | | | | |
| □計費起訖日： 年 月 日 ~ 年 月 日 □**不須退費** | | | | | | | | | |
| 項目 | 分項 | | | | 項目總額(元) | | | | 應退費算式與金額 |
| **(A)**  **已入**  **帳金額** | □已繳金額(含$200宿網費)： 元  □其他(含$200宿網費)： 元 | | | |  | | | | **算式：** |
| **(B)**  **應繳**  **住宿費 及宿網費** | □依本校學生宿舍管理規則13-2計費：  入住 天 x 150元/天= 元  □依本校學生宿舍管理規則13-3計費：  = 元  □宿網費: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元 | | | |  | | | |
| **(C)**  **其他**  **扣除項目** | □屬退宿原因(1)免收行政手續費250元  □行政手續費250元(□已附250元繳款回條)  □支票郵寄郵資: 28元 | | | |  | | | | 應退費金額=(A)-(B)-(C)=  **元** |
| □床位系統/住宿費金額更新： | | | | | | | | | |
| 帳務覆核： □一般生 □就貸生未撥款 □就貸生已撥款 □僑生 □外籍生 □其他  □台銀金額已歸零 □退費算式與金額已覆核 | | | | | | | | | |
| 宿舍輔導員 | | | 會辦 | | | | | 組長 | |
|  | | | □帳務:  □ | | | | |  | |
| 收件日期: \_\_\_\_\_\_\_\_\_\_\_ 退費流水號:□□□□□□□□□  □缺漏補件(原因):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **住宿服務組110.03.10組務會議討論通過** | | | | | | | | | |

請浮貼

**臺灣銀行住宿費繳費收據**影本

Copy of **Dorm Fee Payment Receipt** from Bank of Taiwan

請浮貼

身分證正面影本

Copy of ARC (front side)

請浮貼

身分證背面影本

Copy of ARC (back side)

請浮貼

**本人**之**郵局/銀行**存摺封面影本

Copy of **cover page** of the applicant’s post office / bank account passbook

□申請支票退費(免附存摺封面影本)。支票郵寄郵資逕於退費金額中扣除。

Exempt for the refund collected via crossed check. Please provide an envelope with the applicant’s name and address on it. The postage will be deducted from the refund

**支票郵寄地址Mailing Address:** □□□□□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**支票收件人Recipient**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_