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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 . |  | 聯絡電話Contact No. |  |
| 退宿期別Withdraw Duration | □ \_\_\_\_\_\_學年上學期(本學年均取消) Fall Semester □ \_\_\_\_\_\_學年下學期Spring Semester □ \_\_\_\_\_\_年寒假Winter □ \_\_\_\_\_\_年暑假Summer □ 短期住宿Short-term :\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **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。請勾選主要原因 Please check the box that best describes the reason you chose to cancel the accommodation:  |
| □ (1)作息或生活習慣差異 Differences in living habits and daily life.□ (2)公共設施不符需求 The public facilities do not meet my requirements.□ (3)寢室設施不符需求 The room facilities do not meet my requirements.□ (4)個人空間不足 Lack of personal space. | □ (5)宿舍規定過多 Too many regulations.□ (6)宿舍費用過高 Dormitory fees are too high. □ (7)想與同學外宿 Living off campus with classmates.□ (8)其他 Others (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **退費附件(請於次頁黏貼) Required Document for Refund Application：**□ 1. **臺灣銀行住宿費繳費收據或本校自動繳費機繳費收據** A photocopy of dorm fee payment receipt.□ 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 :** □ 1郵局或銀行帳戶轉帳: 請附**本人之存簿封面影本**。各銀行收取之轉帳手續費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.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ 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： 年 月 日 ~ 年 月 日 □**不須退費** |
| 項目 | 分項 | 項目總額 | 應退費算式與金額 |
| **(A)****已入帳****金額** | * A1.已繳金額(含$200宿網費)： 元
 |  | **算式：** |
| * A2.其他1 (含$200宿網費)： 元
 |
| * A3.其他2 (補助款: \_\_\_\_\_\_\_)： 元
 |
| **(B)****應繳****住宿費 及宿網費** | * B1.以日計費： 日x 元/日= 元
 |  |
| * B2.依本校學生宿舍管理規則13-3計費：

 = 元 |
| * B3.宿網費: 200元/學期x = 元
 |
| **(C)****其他****扣除項目** | * C1.屬退宿原因(1)免收行政手續費250元
 |  | 應退費金額=(A)-(B)-(C)= **元** |
| * C2.行政手續費250元(□已附250元繳款回條)
 |
| * C3.支票郵寄郵資: 28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114.03.25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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_