

**National Changhua University of Education Office of Student Affairs**  
**Dormitory Services Section Refund Application Form**

Name		Student ID Number		Dormitory	Dorm Room
Identification Number/ Alien Resident Certificate ID		Department & Class/ Grade		Phone Number	
Post Office Branch Number/ Account Number	Account Number: _____ (For student applicants only) <input type="checkbox"/> No copies provided. Please sign to confirm accuracy. _____				
Bank Name/ Branch Bank Name/ Account Number	bank branch bank Account Number: _____ (For student applicants only) <input type="checkbox"/> No copies provided. Please sign to confirm accuracy. _____				
Reason to apply	<input type="checkbox"/> Academic suspension/Academic dismissal/Transfer <input type="checkbox"/> Graduation <input type="checkbox"/> Personal Issues ( <b>Deposit deduction</b> ) <input type="checkbox"/> Other reasons (e.g., study abroad exchange) _____ (Except for personal reasons, which do not require a pledge, please check and sign the pledge.) I hereby certify the following statements. If any false information is provided, I agree to repay the deducted deposit. <input type="checkbox"/> No deposit deductions were made during the academic year of my dormitory application. <input type="checkbox"/> A deposit deduction of TWD was made during the academic year of my dormitory application and will not be refunded. <div style="text-align: right;">Certifier's Signature: _____</div>				
Attached Documents	1. <b>A copy of the bank account passbook cover and the payment receipt</b> (downloadable from the Bank of Taiwan tuition and fees portal). 2. For deposit refunds ( <b>only applicable to suspension, withdrawal, transfer, or graduation</b> ), a copy of the school leaving procedure form must be attached.				

**Refund Instructions:**

- Refund applications must first be processed at the Dormitory Student Council of each dormitory. The official stamp and date from the Dormitory Student Council serve as proof. This form must be submitted to the Housing Services Section within the same week of check-out.
- According to the university's dormitory management regulations:
  - If a withdrawal is requested **within the first third of the semester** (excluding the first day of the semester), **two-thirds of the accommodation fee** will be refunded.
  - If a withdrawal is requested **after the first third but before the second third of the semester**, **one-third of the accommodation fee** will be refunded.
  - If a withdrawal is requested **after the second third of the semester**, **no refund** will be given.
- For voluntary withdrawals **due to personal reasons** (excluding suspension, withdrawal, transfer, or graduation), **NTD 1,000** of the deposit will be deducted.
- The dormitory deposit **will not be refunded** if there are any outstanding dormitory property returns (e.g., magnet cards and keys) or previous late check-outs that resulted in deposit deductions.
- Students applying for suspension, withdrawal, transfer, or graduation **must check out within seven days (including holidays) after completing the school leaving procedure.**

To be completed by the reviewing office		
<input type="checkbox"/> Check-out before the semester starts (including the day) <input type="checkbox"/> Semester accommodation, within the first one-third of the semester <input type="checkbox"/> Semester accommodation, after one-third but before two-thirds of the semester <input type="checkbox"/> Semester accommodation, after two-thirds of the semester <hr/> <div style="display: flex;"> <div style="flex: 1;">           Seal from Dormitory Committee :             Date of dorm withdrawal :         </div> <div style="flex: 1; border: 1px solid black; margin-left: 10px;"> <div style="height: 60px;"></div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Full accommodation fee  <input type="checkbox"/> Two-thirds of accommodation fee  <input type="checkbox"/> One-thirds of accommodation fee  <input type="checkbox"/> No refund of accommodation fee  <input type="checkbox"/> Accommodation deposit           </div> <div>           NTD            NTD            NTD              NTD         </div> </div>	

Total amount of Taiwan Dollars (TWD): \_\_\_\_\_ (ten thousand) \_\_\_\_\_ (thousand) \_\_\_\_\_ (hundred) \_\_\_\_\_ (ten) \_\_\_\_\_

responsible person :      department head :      accounting review :      principal approval :