

國立彰化師範大學 冷氣卡餘額退費 申請表

National Changhua University of Education Application Form for Remaining Balance Refund of Air-conditioning Card

填表日期 Date of Form Completion 年(Year) 月(Month) 日(Date)

說明：擬請同意退還本人已儲值之冷氣卡餘額，並將款項撥入本人郵局或金融帳戶。
Explanation: I seek approval to refund the remaining balance stored in my air conditioning card and transfer the funds to my designated post office or financial account.

退還事由 Reasons for Refund: 畢業 Graduation 因故離校 Withdrawal from school due to personal reasons 交換生 Leave-school for International Exchange 其他 Others _____

退還項目 Refund Items: 冷氣卡 Air-conditioning card 退費列表(附件) Refund list (Attached documents)

檢附文件 Attached Documents of Requirement:

原繳費收據 Original Receipt of Payment

身分證明 Proof of Identity

金融證明 Proof of Financial Status

無單據，請填下方表格 If you do not have the original receipt of payment, please fill out the declaration form below.

切結書 Declaration

本人擬申請冷氣卡餘額退費，但原始收據已遺失，特立此書為證。若有重覆請領，願繳回溢領之全數金額。

I intend to apply for a refund of the remaining balance on the air conditioning card. However, the original receipt has been lost. I am writing this letter as proof. If there is any repeated refund, I am willing to return the entire overpaid amount.

立書人 Declarant:

(簽章 Signature)

單位(系、所) Unit (Department): _____

申請人 Applicant: _____ (簽章 Signature)

宿舍 Dormitory Building Number: _____ 寢室號碼 Dormitory Room Number: _____

身分證字號/居留證號 Identification Number/Alien Resident Certificate ID: _____

學號 Student ID Number: _____ 手機 Phone Number: _____

地址 Address: _____

郵局局號 Post Office Code: _____ 郵局帳號 Post Office Account Number: _____

其他銀行 Other Banks: 代號 Bank Code _____ 銀行名稱 Name of the Bank _____

帳號 Account Number _____ (依規定扣手續費 Deducting fees according to regulations)

總計退還新台幣 Total amount of refund: (大寫)

_____ 仟(thousand) _____ 佰(hundred) _____ 拾(ten) _____ 元整 TWD

承辦單位(住宿組) Supervising Unit (Accommodation Section)	學務長 Director of Office of Student Affairs	主計室 Office of Budget, Accounting and Statistics	校長 Principle
<input type="checkbox"/> 申請退費 Apply for a refund of _____元 TWD， 敬請撥入學生個人帳戶 Please transfer the refund to the student's personal bank account.。 <input type="checkbox"/> 交換生無個人帳戶，申請退費 For the exchange student without a personal bank account who applies for a refund of _____元 TWD，由住宿組陳韻君小姐代墊 the refund will be covered in advance by Mr. HSU, CHING-CHENG of the Accommodation Section.。 承辦人 Supervisor 組長 Section Chief			

※申請單核准後，請送至主計室辦理退費事宜

After the approval of the application form, please submit it to the accounting office for refund processing.