

長庚大學學生學雜費分期付款申請表 Application Form of Installment

申請日期 Date: 年 月 日 (yyyy/mm/dd)

系(所)名稱 Department (institute)		學制 Degree	<input type="checkbox"/> 大學部 Undergraduate <input type="checkbox"/> 碩士班 Master Program <input type="checkbox"/> 碩士在職專班 In-service Master's Program <input type="checkbox"/> 博士班 Ph.D. Program		
年 Year		學號 Student ID			
申請學期 Semester	____學年度第____學期 ____Semester, Academic Year____		姓名 Name		
手機 Cell phone		電子郵件 e-mail			
繳納項目：合計 Total Amount 元					
學費 Tuition	元 Amount	學生團體保險費 Student Accident Insurance	元 Amount	境外生保險費 National Health Insurance	元 Amount
雜費 Miscellaneous Fees	元 Amount	住宿費 Dormitory Charge	元 Amount	論文學分費 Thesis Credit Fee	元 Amount
分期應繳金額 Number of Application Periods & Amount					
分期付款 應繳金額 Amount per installment	第 1 期：應繳費用 1/3 Phase I: one third of fees	第 2 期：應繳費用 1/3 Phase II: one third of fees	第 3 期：應繳費用餘額 Phase III: the rest fees		
	元 Amount	元 Amount	元 Amount		
繳納期限 Deadline for the Payment	獲准後 1 週內 within 7 working days after the approval	開學後第 8 週結束前 before end of the 8 th week of the semester year	開學後第 14 週結束前 before end of the 14 th week of the semester year		
申請原因（請敘明申請原因，檢附證明文件，如有不敷可另紙說明）： Reason for application (Please explain reason for application of installment payment and provide supporting documents. If there is not enough space, please explain on another sheet.)					
1.申請人 Applicant's Signature	2.導師(指導教授) Advisor	3.系所主管 Chairperson of the Department	4.院長 Dean of the College		

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5.教務處 Office of Academic Affairs	6.學務處 Office of Student Affairs	7.校長室 President's Office	8.校長 President

備註 Notes :

1. Procedure: applicant's signature→advisor→submit the form to the department office (secretary)
2. 申請者應於註冊繳費截止日前填寫本申請表，經導師（指導教授）簽核後於每學期開學前送交系（所）彙整，由系（所）統一提報，經教務處及學務處會審後由校長核定，並於核准後副本通知會計室及總務處立帳跟催。Deliver application before payment deadline. The application form of installment is signed by the department and enclosed in this form.
3. 至學期第 16 週結束前仍未繳清且未獲准展延者，依學則規定，未完成註冊得令退學且該學期內所修習課程成績不予採計。Students who fail to complete various payments by the designated deadlines (before end of the sixteenth week), except those who have received an official document for registration deferment under special circumstances, are considered to have failed to complete registration and shall be dismissed (the credits and grades shall not be recognized).