

中興大學文學院華語中心華語班
入學申請知情聲明書
申請入學前，請詳閱以下注意事項，並於簽名處簽名

注意事項：

1. 入學文件不完整之申請者，恕不接受申請。
2. 未通過入學申請者，本中心保留是否告知理由之權利。
3. 本中心教學使用語言以中文為主、英文為輔。
4. 本中心課程內容及進度，授權各教師自行規劃。不滿意教師授課方式者，可與教師溝通或選擇退費。
5. 退費請於開課 2 週內提出，相關退班規定請參考第 12 點「退費說明」。
6. 缺席超過 40 小時者，不得申請下一期課程，且半年內不得再提出入學申請。
7. 未通過期末測驗者不得晉級，可選擇重讀該等級。重讀以 1 次為限。重讀以 1 次為限。所有的級別加起來的重讀次數不能超過 3 次。
例如 A 同學 2025 年春季班時就讀 Level 1，但是因為留級，2025 年夏季班還是就讀 Level 1，2025 年秋季班 A 同學不可以再留級 Level 1，否則必須轉學或者回國。
例如 B 同學 2025 年春季班時就讀 Level 1，但是因為留級，2025 年夏季班還是就讀 Level 1，2025 年秋季班晉級就讀 Level 2，2025 年冬季班又留級 Level 2，2026 年春季班晉級就讀 Level 3，2026 年夏季班 B 同學不可以再留級 Level 3，否則必須轉學或者回國。
8. 本校華語班為推廣教育之一環，學員非本校學生，無法享有本校學生之校內權利，例如：圖書館及運動設施之使用。
9. 本中心不提供宿舍，學員住宿請自行安排。
10. 本中心提供之簽證資訊僅供學員參考，本中心不負任何因學員疏失所造成的法律責任。
11. 學員若違反中華民國法律、或申請入學時提供不實資訊，將立即取消學籍。
12. 如遇國定假日，或[行政院人事行政總處](#)公告「停止上班、停止上課」時，本中心課程一律停課，且不另行補課。學員不得因此要求退費，教師將視課程需要，以其他教學方式或調整進度，以完成原訂課程內容。
13. 退費說明：
 - A. 此處所指退費僅限學費，報名費恕不退還。
 - B. 參加短期班（未滿八週）之學員，若於中途離開者恕不退費。
 - C. 學員報名繳費後，若於開課前無法就讀者，得申請退還所繳學費九成。
 - D. 學員於開課後第一周及第二周退費者，得申請退還所繳學費七成。
 - E. 學員於開課後第三週及第四週退費者，得申請退還所繳學費五成。
 - F. 自開課後第五週起後則不予退費。
 - G. 需要退費之學員請於上述退費截止日期之前提出申請，否則不予退費。
 - H. 依本校規定，退費一律匯款至學員本人或直系親屬之帳戶。
 - I. 缺席之課程不予退費，亦不得申請保留。

若您同意並願意遵守以上注意事項，請於下列簽名處簽名。此聲明書有中文及英文兩種對照版本，如有解釋歧異時，以中文版為主。

申請者簽名：_____

日期：西元 年 月 日

Notice

1. Applications with incomplete documents cannot be accepted.
2. For those who fail to pass the admission application, the center reserves the right to inform the reasons.
3. Course materials are mostly in Chinese, supplemented by English.
4. At our center, teachers enjoy autonomy in the design of their courses and their choice of teaching methods. If students are not satisfied with their courses, they should communicate with teachers directly or apply for a refund of their tuition fee.
5. Applications for the refund should be filed between the first two weeks after the class starts. For refund policy please refer to item 12.
6. Students who have been absent for more than 40 hours cannot apply for next term and cannot apply again within half year.
7. Students who fail the final examination are not eligible for promotion and may choose to repeat the same level.
8. Repeating the same level is limited to one time. The total number of repeated levels across all levels may not exceed three times.
For example, Student A was enrolled in Level 1 in the Spring Term of 2025. Due to failing the course, Student A repeated Level 1 in the Summer Term of 2025.
Student A is not allowed to repeat Level 1 again in the Fall Term of 2025. Otherwise, the student must transfer to another institution or return to their home country.
For example, Student B was enrolled in Level 1 in the Spring Term of 2025. Due to failing the course, Student B repeated Level 1 in the Summer Term of 2025.
Student B was then promoted to Level 2 in the Fall Term of 2025, but failed and repeated Level 2 in the Winter Term of 2025.
Student B was promoted to Level 3 in the Spring Term of 2026. Student B is not allowed to repeat Level 3 again in the Summer Term of 2026.
9. Otherwise, the student must transfer to another institution or return to their home country.
10. The Chinese Language Center is part of NCHU's extensive education program. Students at the Chinese Language Center are therefore not enrolled at NCHU and not entitled to use the university's facilities i.e. library or gym.
11. The center does not provide dormitory space for its students. Students need to find accommodation by themselves.
12. Information which the Center provides about the process of acquiring a visa is only for reference. The Center cannot be held liable for any legal problem arising during this process.
13. Students will be expelled from the program if they violate the laws of the R.O.C or provide false information to the center.
14. Classes will be suspended on national holidays or when the [Directorate-General of Personnel Administration of the Executive Yuan](#) announces a suspension of work and classes. In such cases, classes will not be rescheduled, and students may not request refunds or compensation. Instructors will make appropriate instructional adjustments or use alternative teaching methods to ensure that course progress is completed.
15. Refund Policy:
 - A. Only the tuition fee can be refunded. Refunds cannot include the registration fee.
 - B. Tuition for short term classes (eight weeks max) cannot be refunded.
 - C. Before the term begins, you can get 90% refund of tuition payment if you are not able to join.
 - D. Between first two weeks of a term, refunds cover 70% of the tuition payment.
 - E. Between third and fourth weeks of a term, refunds cover 50% of the tuition payment.
 - F. After the fifth week, students are no longer eligible for a refund.
 - G. Please apply before the deadline.
 - H. In accordance with NCHU regulations, the refund will be transferred to the bank account of the student or immediate family members.
 - I. Missed classes will not be refunded, nor can the missed hours be made up at a later time.

Signature: _____

Date: _____