

爾灣中文學校 2016/2017 退學退費申請表

Irvine Chinese School 2016/2017 Registration Refund/Withdraw Request Form

家庭代號 Family ID		註冊日期 Registration Date	
申請家長 Parent Name		聯絡電話 Phone #	
事由 Reason for withdrawal			
郵寄退費地址 Mailing Address			
學生姓名 Student Name	班級 Class	選課 Elective	材料費 Material Fee
1			
2			
3			

退費計算 Refund worksheet:

項目 Items	繳費 Paid	退費 Refund	說明 Remark
教育費用 Allocated Educational Expenses	\$	\$	
材料費 Class Material/Book Fee 是否領取書本? ___YES ___NO	\$	\$	是否領取書 (Verify by Person's name):
額外的材料費 Extra Material Fee	\$	\$	Not Refundable after 2 weeks 兩週後不予退還
註冊費 Registration Fee	\$	\$	不退費 Not Refundable
選修費/加強選修 Elective Fee/Elective Enrichment Class	\$	\$	
學費退費總計 ICS Allocated Education Expenses Refund:		\$	

家長服務保證金退費 Service Deposit Refund: \$ _____

這學年累計服務點數(Accumulated Service Points): _____ 服務點數審核日期(verified date): _____

家長會會費 Student Activity Fee: \$ _____ (Not Refundable after 2 weeks 兩週後不予退還)

※※退費總計 Total Refund (家長服務金退費 including service deposit/student activity refund):\$

學費退費百分比 Educational Expense Refund%	選修班百分比 Elective / Enrichment Class Refund%	※ 退費記錄 Refund Record	
100% Apply By 08/30/2016	Apply By 09/17/2016	支票號碼 Check No.:	
75% Apply By 09/27/2016	Apply By 10/02/2016	支票日期 Check Date:	
50% Apply By 10/25/2016	Apply By 10/25/2016	支票抬頭 Issued To:	
0% Apply After 10/25/2016	Apply After 10/25/2016	支票金額 Check Amount:	
家長簽名 Parent's Signature		日期 Date	
收件人 Received By		日期 Date	
課務組 Curriculum Dept.		日期 Date	
註冊組 Registration Dept.		日期 Date	
財務組 Finance Department		日期 Date	

附註：(1) 對學校註冊退費各項規定如有疑問，請參閱學生手冊退費須知。

Notes: For more information on registration or refund procedures and policies, please refer to the "Refund Procedure" in Student Handbook.

(2) 凡申請退費的過程，將於一個月內，由學校財務郵寄申請人指定之地址。

The refund checks will be mailed to the applicant by the Finance Department within a month after the refund request is received.