

國立清華大學學生住宿費延繳申請書

NTHU-Extension Dormitory Fee

姓 名 Name		申請日期 Date	年 月 日 (YYYY / MM / DD)
學 號 Student ID		系所組、年級 Institute/ College/Grade	College/Institute: _____ Grade: Freshman / Sophomore / Junior/ Senior Master / Doctor
宿舍房號 Dorm/Room/Bed	____ 齋 ____ 寢 ____ 床 ____ Dorm ____ Room ____ Bed	聯絡電話 Phone No.	
E-mail			

申請延繳理由及預計繳費期限請詳細說明： Please state the reason for applying the extension payment, and the expected date to pay as detail as possible.

我將於____年____月____日前繳交住宿費（不得超過當學期退宿日前一日）

For the above reason, I will pay the dormitory fee before____(yyyy)/____(mm)/____(dd).

(before the check-out date in the current semester)

簽名 Signature:

※本表經導師、指導教授同意後繳交至所屬系、所、學位學程，審核通過後以 e-mail 回復。

※Please approved by①academic advisor/advisor, then submitted to ② institute, college, or program. The result will be notify in email.

審核欄(請核章或親簽)Authorization Signature：

①導師、指導教授 Academic advisor/Advisor		②系、所、學位學程主管 Director/ Chairman of Institute, College, or Program	
③學務處學生住宿組 Division of Student Housing	承辦人意見 Officer		
	組長決行 Director		

備註(Note)：

依據本校學則第十條略以，學生應於本校行事曆規定之上課開始日（含）前繳交各項應繳費用，繳費完成後即完成註冊。學生若未能於上課開始日次日起五日內完成註冊者應申請延期註冊，延期註冊以上課開始日（含）後兩週為原則，逾期未完成註冊者，除情況特殊經專案請准延緩註冊外，應予退學。每學期加退選日期截止後，學生應依規定期限繳交各項學分費，逾繳費期限二週且未辦理休學者，應予退學。In accordance with the Regulations 10, Students shall make the tuition and fee payments on or before the day when each semester starts. A student is deemed to have completed the registration process when s/he completes the tuition and fee payments. Student who fails to complete the registration process within five days (starting from the second day of the beginning of the semester) shall apply for late registration. The period of late registration shall be two weeks after the semester starts. Student who fails to complete the registration process after the late registration period ends, shall be deemed to have withdrawn from the university unless s/he makes an application for and is approved to further postpone her/his payments.