|  |
| --- |
| Wenzao Ursuline University of LanguagesApplication Form for Payment Extension of the Semester in the \_\_\_ Academic Year Application Date: mm/ dd/ yy  |
| Student Name |  | Class |  | Student Number |  | Contact Number |  |
| Fees to be Extended | * Tuition and Fees

NT$ .* Computer and internet communication usage fee

 NT$ .* Student accident insurance

NT$ . | * Dormitory fee NT$ \_\_\_\_\_\_\_\_\_\_\_\_
* Overseas students’ insurance fee

NT$ \_\_\_\_\_\_\_\_\_\_\_\_Total NT$ \_\_\_\_\_\_\_\_\_\_\_\_ |
| Amount to be Extended | NT$ \_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for applying |  |
| Specified Due Date | * Full Payment
 | mm/ dd/ yy |
| * Installments
 | Firstpayment  |  mm/ dd/ yy | Amount |  |
| Secondpayment |  mm/ dd/ yy | Amount |  |
| I agree and confirm the following terms and facts：If payment extension is approved, installment payments shall be made on time. In the event of failure to make a payment on time or non-compliance, no payment extension application will be accepted in the future.　Student’s Stamp：　　　　　　　　　　Section of Overseas Student Affairs： |
| **Unpaid Balance** | First Installment NT$ Reason:Second Installment NT$ Reason: |
| 班 導 師Homeroom Teacher | 承辦(Handled by)學務處生輔組Student Assistance Section | 敬會總務處出納組Cashier Section | 敬會會計室Accounting Office | 核決學生事務長Dean of Student Affairs |
|  |  |  |  |  |
| Notes | 1. If the due date falls on a holiday or weekend, it is extended to the next working day.2. Required documents: Application Form (available at the Cashier Section of the Office of General Affairs, the General Affairs Section of the Division of Continuing Education or online) and tuition fee invoice. |