



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

畢業生保證金退款申請表
CAUTION FEE REFUND APPLICATION FORM (For Graduate Only)

- * 保證金抵銷學生在校期間的一切罰款/欠款，而餘額將按你所提供的方式於完成手續後退回
After deduction of all the arrears, caution fee will be returned to you by the method you have chosen.
- * 請於填表前細閱注意事項及“畢業生保證金退款申請規定”
Please read the Notes before completing this form and "Caution Fee Refund Application Rules"
- * 請以正楷填寫
Please use capital letters

I. 學生個人資料 PARTICULARS OF STUDENT		教務處/研究生院專用 FOR ACADEMIC REGISTRY / SGS ONLY	
中文姓名 Name in Chinese		<input type="checkbox"/> 已回校領取畢業證書 Graduation Certificate collected in person	
英文姓名 Name in English		<input type="checkbox"/> 已郵寄畢業證書 Graduation Certificate sent by mail	
學生證編號 Student No.		教務處/研究生院職員簽名 Academic Registry / SGS staff's Signature	
聯絡地址 Correspondence Address		日期 Date	
聯絡電話 Contact No.	郵政編碼 Postal Code		
電郵地址 E-mail Address			
<input type="checkbox"/> 非宿生 Non-Hostel	學院 Faculty		
<input type="checkbox"/> 宿生 Hostel	*宿生必須連同完成退宿手續確認書 一併遞交 Dormitory Room Clearance Confirmation must be attached 課程 Program		
II. 退款方式 (四選一) REFUND METHOD-CHOOSE ONE ONLY			
<input type="checkbox"/> 捐贈予「澳門科技大學校友會聯合總會」 DONATE TO MUST ALUMNI FEDERATION (此項一經選擇，表示學生同意委託大學會計處代為捐贈保證金餘額 Once this option has been chosen, it indicates that student consents to entrust Accounts Office to make donation with the remaining amount of caution fee.)			
<input type="checkbox"/> 支票 CHEQUE (必須於發出通知後半年內領取及兌現 Must be collected and banked in within six months after issue notice)			
<input type="checkbox"/> 自動轉賬(澳門銀行賬戶適用) AUTOPAY(For bank account in Macau) (必須提供a.澳門任何一間銀行之澳門幣賬戶，大豐銀行則收取10元手續費；或b.中國銀行澳門分行/中國工商銀行澳門分行之港幣賬戶 Student should provide a. MOP account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only.)			
<input type="checkbox"/> 匯款 TELE-TRANSFER(T/T) (選擇匯款者請提供「中國工商銀行」或「中國銀行」並可接受境外港幣匯款之賬戶。 For the student who choose tele-transfer, please provide a ICBC or BOC bank account which can accept HK Dollar remittance from outside China.)			
選擇匯款者或自動轉賬者，請填寫以下銀行資料 For the student who choose tele-transfer and autopay, please fill bank details in the following:			
銀行名稱 Bank Name	開戶人姓名 Account Name	賬戶貨幣(自動轉賬必填) Account Currency(Required for Autopay)	
賬戶號碼 Account No.	HKD / MOP		
開戶銀行地址(匯款必填) Bank Address (Required for T/T)	省 Province	市 City	路 Road
收款人地址(匯款必填) Beneficiary's Address (Required for T/T)	分行 Branch	支行 Sub-Branch	
收款人電話(匯款必填) Beneficiary's Contact No. (Required for T/T)			
※退款 1. 領取支票者、自動轉賬或匯款賬號之開戶人姓名為非學生本人，學生必須提供親自簽署之《授權書》正本、學生的有效身份證副本與被授權人的有效身份證副本。 For collection on behalf written authorization, ID copies of the consignor and trustee should be provided.			
注意事項 Notes 2. 選擇匯款者或自動轉賬者，需隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”。 For the student who choose tele-transfer and autopay, please provide a clear bank book copy with bank account information attached to the application form.			
3. 以匯款方式退款，須繳付行政手續費澳門幣/港幣100元，並將於退款內扣除後匯出。 Charge MOP/HKD100.00 from the refund fee without notice if you choose refund by tele-transfer.			
4. 任何銀行手續費由學生自付(經由大學代辦之境外匯款手續費，最低收費為澳門幣/港幣100元)，並將於所退的保證金中直接扣除，不另作通知。 Any bank charges should be borne by student (The minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.			
5. 若學生未能在限期內領取及兌現退款支票(即支票日期起計算半年內)，則被視為自動放棄，而有關之退款將會捐贈予「澳門科技大學校友會聯合總會」，恕不另作通知。 Should students fail to collect and or fail to bank in their cheques within the prescribed period (ie. Within six months after the cheque was issued), the funds will be treated as donations in support of the MUST Alumni Federation without any notice.			

個人聲明 Personal Declaration

本人清楚知悉相關的注意事項。

I hereby confirm that I fully understand and agree to the details listed above.

本人聲明申請表中所提供的資料真實無誤，並確認已知悉及明白「澳門科技大學個人資料收集聲明」的內容。

I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

學生確認
Verified by student

申請日期
Date of apply

會計處職員核實
Verified by Accounts staff

核實日期
Verified Date

授權書

Letter of Authorization

(辦理/領取保證金退款適用)
(For Caution Fee Collection Only)

致：澳門科技大學會計處
To：Accounts Office of M.U.S.T.

本人(姓名) _____ 學生證編號 _____
I, (Name) _____, Student No. _____

(身份證編號： _____)，現授權(姓名) _____
(ID No. : _____)，hereby authorize (Name) _____

(身份證編號： _____)
_____ (ID No. : _____)

代表本人 ☐辦理 / ☐領取 有關保證金或其他費用之退款(如費用退回給學生本人，
請刪去“領取”項)。
to represent me ☐to process / ☐to collect the balance of caution fee or other refund for me.
(Please delete the “to collect” if refund is made to yourself)

本人聲明申請表中所提供的資料真實無誤，並確認已知悉及明白『澳門科技大學個人資料收集聲明』的內容。

I declare that the information provided in this application form is true and correct; I have also
acknowledged and understood the Personal Data Collection Statement of Macau University of
Science and Technology.

授權人簽署

Signor : _____

日期

Date : ____ / ____ / ____
(DD/MM/YYYY)

備註 Note

1. 請以正楷填寫授權書。
Please use capital letters.
2. 請將被授權人的相關退款方式詳細地填寫在申請表內。
Please write down your chosen method of refund to the representative on the application form.
3. 請提供學生本人及被授權人之有效身份證副本。
Please provide ID copies of yourself and also your representative.