



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 and "Caution Fee Refund Application Rules" before completing this form.

I. 學生個人資料 PARTICULARS OF STUDENT	校方專用 For Office Use Only				
中文姓名 Name in Chinese _____ 英文姓名 Name in English _____ 學生編號 Student No. _____ 聯絡地址 Correspondence Address _____ 聯絡電話 Contact No. _____ 電郵地址 E-mail Address _____ 課程 Program <input type="checkbox"/> 工商管理學士學位 BBA <input type="checkbox"/> 國際旅遊管理學士學位 BITM <input type="checkbox"/> 酒店管理學士學位 BHM	<input type="checkbox"/> 已領取畢業證書 Graduation Certificate collected in person 職員簽名 Staff's Signature : _____ 日期 Date : _____				
II. 退款方式 (二選一) 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 is chosen, it indicates that student consents to entrust Accounts Office to make donation with the remaining amount of caution fee.)					
<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(不接受銀行咭作退款資料) Student should provide (NOT accepted credit card nor bank card) a. MOP account number of any bank in Macau; and for Tai Fung bank account, a handling fee of \$10 will be charged by the bank or b. HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only. 選擇自動轉賬者，請填寫以下銀行資料 For the student who choose autopay, please fill bank details in the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">銀行名稱 Bank Name _____</td> <td style="width: 50%;">開戶人姓名 Account Name _____</td> </tr> <tr> <td>賬戶號碼 Account No. _____</td> <td>賬戶貨幣 Account Currency <input type="checkbox"/> HKD / <input type="checkbox"/> MOP</td> </tr> </table>		銀行名稱 Bank Name _____	開戶人姓名 Account Name _____	賬戶號碼 Account No. _____	賬戶貨幣 Account Currency <input type="checkbox"/> HKD / <input type="checkbox"/> MOP
銀行名稱 Bank Name _____	開戶人姓名 Account Name _____				
賬戶號碼 Account No. _____	賬戶貨幣 Account Currency <input type="checkbox"/> HKD / <input type="checkbox"/> MOP				
※退款注意事項 Notes 1. 如自動轉賬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、學生及被授權人的有效身份證副本。 For collection on behalf, a written authorization, ID copies of the consignor and trustee should be provided. 2. 選擇自動轉賬者，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 autopay, please provide a clear bank book copy with bank account information attached to the application form. 3. 任何銀行手續費由學生自付，並將於所退的保證金中直接扣除，不另作通知。 Any service charges from the bank should be borne by student, and would be deducted from the caution fee without any notice.					

個人聲明 Personal Declaration

1. 本人確認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.
2. 本人確認申請表中所提供的資料真實無誤，並聲明已知悉及明白『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 : _____
 職員核實
Verified by staff : _____

申請日期
Date of apply : _____
 核實日期
Verified Date : _____