



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

取消入學及退費申請表(研究生新生適用)

APPLICATION FOR CANCELING ADMISSION AND REFUND

(APPLICABLE FOR POSTGRADUATE NEW STUDENTS)

研究生院收件記錄

To be filled by SGS:

Received by: _____

Date: _____

I. 申請人個人資料 PARTICULARS OF APPLICANT

申請人姓名 _____ 申請編號 _____
 Applicant's Name _____ Application No. _____
 錄取課程 _____ 錄取專業 _____
 Accepted Program _____ Accepted Major _____
 通訊地址 _____ 郵政編碼 _____
 Correspondence Address _____ Postal Code _____
 聯絡電話號碼 _____ 電郵地址 _____
 Contact Phone No. _____ E-mail Address _____

II. 申請取消入學資料 APPLICATION INFORMATION OF CANCELING ADMISSION

現因以下原因，申請取消入學 According to the following reason, I hereby submit this application :

未能如期學士/碩士畢業 因個人原因放棄入學
 Unable to graduate on time Other Reason _____

備註：只接受申請退回保證金，其它已繳交費用不可退回或轉讓。

Note: Students who are canceling admission can only apply for a refund of the caution fee, other fee paid are neither refundable nor transferable.

III. 退款資料 INFORMATION FOR REFUND

如有退款，本人選擇透過以下方式領取。

If there is any refund, I'd like to get it by:

- 領取支票
 Cheque pick-up
- 自動轉賬 本地生
 Autopay * Local residents: 須提供澳門任一銀行之澳門幣賬戶資料，而大豐銀行則收取澳門幣\$10 手續費 Should provide the information of a **MOP** bank account of any bank in Macau; and for *Tai Fung* bank account, an extra MOP\$10 will be charged;
- 非本地生
 Non-local residents: 須提供「中國銀行澳門分行」或「中國工商銀行澳門分行」之港幣賬戶資料 Should provide information of a **HKD** bank account of *Bank of China Macau Branch* or *The Industrial and Commercial Bank of China Macau Branch*.
- 匯款
 Tele-transfer * : 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之銀行賬戶資料 Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the *Bank of China* or *The Industrial and Commercial Bank of China*.

* 選擇自動轉賬或匯款者，請填寫以下銀行賬戶資料 Students who choose autopay or tele-transfer, please fill in bank account details as follows:

銀行名稱 Bank Name _____	開戶人姓名 Account Name _____
賬戶號碼 Account No. _____	賬戶貨幣(自動轉賬必填) Account Currency (Required for autopay) : <input type="checkbox"/> HKD <input type="checkbox"/> MOP
開戶銀行地址 (匯款必填) Bank Address (Required for T/T) : _____	省 _____ 市 _____ 路 _____ 分行 _____ 支行 _____ Province _____ City _____ Road _____ Branch _____ sub-branch _____
收款人地址 (匯款必填) Beneficiary's Address (Required for T/T) : _____	電話 _____ Contact Phone No. : _____

申請人簽名
Applicant's Signature : _____

日期
Date : _____

備註 Notes

1. 如領取支票者、自動轉賬或匯款賬號之開戶人為非申請人本人，必須提供親自簽署之授權書正本及雙方的有效身份證明文件複印件。For collection on behalf, applicant's written authorization letter and photocopies of the identification document of both the applicant and his/her representative should be provided.
2. 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，不另作通知。A handling charge of MOP/HKD100 would be deducted from the refund without notice if the applicant chooses to refund by tele-transfer.
3. 任何銀行手續費由申請人自付（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 the applicant (the minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
4. 申請人所提供的收款銀行賬戶資料必須準確無誤，如因提供之資料不正確或不足而引致的任何問題、損失及費用，將由申請人負責。Applicant must provide accurate information of bank account. Furthermore, the applicant should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.
5. 未於指定日期前提出申請或未能提供所要求文件者，大學概不受理，已繳交相關費用將不獲退還。Applicants who fail to submit all the above documents within the prescribed period will not be eligible for refund.

IV. 須遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

須遞交的文件包括 Required application documents*:

- 身份證明文件複印件 Photocopy of identification document
- 清晰的銀行存摺/卡賬戶資料頁複印件（選擇以自動轉賬或匯款方式領取退款者適用）
A clear copy of the bank account for refund (applicable for autopay or T/T)
- 親筆簽署的《授權書》正本及收款人身份證明文件複印件（如授權他人辦理/領取退款者適用）
Signed *Authorization Letter* and copy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)
- 錄取文件原件（已發出錄取文件之內地生適用）
Original copy of the acceptance package (applicable for students who have received acceptance package)
- 原就讀學校出具之未能如期畢業之證明文件原件（適用於因未能如期畢業者）
Testimonial from current academic institute stating the reason for not graduate according to the schedule (Applicable for the applicants who is unable to graduate on time)

(*如有需要，研究生院有權要求申請人提供其他任何輔助或證明文件 Applicant will be required to submit any other supporting documents if necessary.)

研究生院專用 (For the School of Graduate Studies Use Only)

A) 研究生院櫃台 School of Graduate Studies Service Counter

錄取課程：_____ 錄取專業：_____ 交學費日期：____/____/____
dd mm yyyy

宿舍分配： 已分配，已通知 SA 取消 未分配

是否已出《確認錄取證明書》？ 已出， No.: _____ 未出

錄取文件是否已寄出？ 已寄出，寄出日期____/____/____ 交回情況_____ 未寄出

COES 中是否已 DT (取學生編號)？ 已 DT, student No. _____ 未 DT

收妥申請文件？ 已收妥銀行戶口資料文件（選擇自動轉帳或匯款方式領取退款者適用）
 已收回高教辦《確認錄取證明書》原件（已寄出錄取文件的內地生適用）

收件人：_____ 日期：_____

B) 研究生院 School of Graduate Studies Office

批准 不批准 意見：_____

批核人簽名：_____ 日期：_____

已在系統作出記錄 已出信通知學生、信函已存檔

已抄送至： Finance Office CBPS FAC SA ITO

負責人簽名：_____ 日期：_____

授 權 書
Authorization Letter

(新生授權他人領取退費適用)
(Applicable for New Students Authorize Someone to Receive Refund)

本人(姓名) _____ 身份證明文件編號 _____
I, (Name) _____, Identification document No. _____,

申請編號 _____ 現授權(姓名) _____
Application No. _____, hereby authorize (Name) _____,

身份證明文件編號 _____ 代為領取退款
Identification document No. _____, To collect the refund °

授權人簽名
Student Signature: _____

日期
Date: _____

聯絡電話
Contact Phone No: _____

備註Remarks:

1. 授權書必須由學生本人親筆簽署，並須提交已簽署之原件;

The authorization letter must be signed personally by the student and only original copy will be accepted.

2. 請連同授權人及被授權人雙方的身份證明文件複印件遞交。

Please submit the authorization letter together with photocopies of the identification document of both parties.