

**國立清華大學113學年度第1學期學生學雜(學分)費延繳申請書**  
**2024 Autumn Application for Tuition, Miscellaneous and Credit Fees Extension**

姓名 Name		申請日期 Date	年 月 日 (YYYY / MM / DD)
學號 Student ID		系所、年級 Department/ Institute/Grade	Department/Institute: _____ Grade: Freshman / Sophomore / Junior/ Senior Master / Doctor
聯絡電話 Phone No.	手機 Mobile : _____ (H) : _____ 研究室 (Ext.) : _____ 實驗室		
E-mail			

**申請延繳理由及預計繳費期限請詳細說明：**(本欄若不敷使用，請繼續書寫於本申請書之背面，或另紙繕寫) Please state the reason for applying the extension payment, and the expected date to pay as detail as possible. If extra paper needed, you may fill-in the back or other attached paper.

我將於\_\_\_\_年\_\_\_\_月\_\_\_\_日前繳交學雜(學分)費(延繳最後截止日期為113年11月15日) For the above reason, I will pay the tuition & miscellaneous fees/credit fees before\_\_\_\_(yyyy)/\_\_\_\_(mm)/\_\_\_\_(dd). (The payment deadline is November 15, 2024)

**Signature:**

※本表經導師或指導教授簽核同意後繳交至所屬系、所、學位學程，審核通過後以 email 回復。

※Please approved by ① academic advisor/advisor, then submitted to ② department, institute 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 Department, Institute or Program	③教務處綜合教務組 Division of General Academic Affairs	④教務處註冊組 Division of Registration
⑤教務處課務組 Division of Curriculum	⑥全球處境外生服務組 Division of Overseas Students Service	⑦總務處出納組 Division of Cashier	⑧教務長 決行 Vice President for Academic Affairs
註：申請學分費延繳須會簽	註：僑生、陸生及外籍生延繳需簽會		

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Student who fails to complete the registration process after the late registration period ends, shall be deemed to have withdrawn from the university unless s/he makes an application for and is approved to further postpone her/his payments.