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## Refund Notification / 退費通知

### Refunds Policy / 退費政策：

**TRANSFERS:** All transfers require permission from a TPRT Program Director. Transfers can only be made within the same course and location. Students can only transfer enrollment in a course once. The new course dates must be specified at the time of transfer, and must be within six (6) months of the original course start date.

**REFUND:** All refunds require submission of the TPRT Refund Notification Form. The amount of the refund depends on the time the refund notification is submitted to the TPRT office. If the notification is submitted

1. 60 days before the course start date, 5% of the net course tuition or a maximum of NT\$,1000 will be charged;
2. Between 59 days to 8 days before the course start date, 90% of the net course tuition will be refunded;
3. Between 7 days to the date of the course start, 80% of the net tuition will be refunded;
4. From the second day or before the next class, 70% of the net course tuition will be refunded;
5. Before 1/3 of the course is completed, 50% of the net course tuition will be refunded;
6. After 1/3 of the course is taken, no refund is given.

**轉課：**所有的轉課需經由 TPRT 之該項課程主任許可，轉課僅限於同種課程(e.g., SAT to SAT, TL to TL)，且限於同一地點。我只能轉課一次，轉至之新課程日期需於提出轉課要求時註明，且限於轉至原報名課程開課日起六個月內之課程。

**退費：**學生繳費超過一學期者，該學期部分適用下列規定退費，其餘所收費用全額退還。

- (一) 學生於開課日前第六十日以前提出退費申請者，退還當期開班約定繳納費用總額百分之九十五，惟所收取之百分之五部分最多不超過新臺幣一千元。
- (二) 學生於開課日前第五十九日至第八日提出退費申請者，退還當期開班約定繳納費用總額百分之九十。
- (三) 學生於開課日前第七日至第一日提出退費申請者，退還當期開班約定繳納費用總額百分之八十。
- (四) 學生於開課日期起第二日或次上課前(不含當次)提出退費申請者，退還當期開班約定繳納費用總額百分之七十。
- (五) 學生於實際開課日期起第二日(或次)上課後且未逾全期(或總課程時數)三分之一期間內提出退費申請，退還約定繳納費用總額百分之五十。
- (六) 學生於實際開課期間已逾全期(或總課程時數)三分之一者，所收取之當期費用得全數不予退還。

我會將退費通知表格交給 TPRT 的 Finance Manager, Amy Lee。她將會在收到申請後三天內與我聯絡。若我沒有收到確認將 email 至 amy@princetonreview.com.tw

• Student Name / 學生中文姓名 \_\_\_\_\_ Telephone / 電話 \_\_\_\_\_

• Address / 地址 \_\_\_\_\_

• Course # / 課程代號 \_\_\_\_\_ Course Start Date / 開課日 \_\_\_\_\_ Withdrawal Date / 退費日 \_\_\_\_\_

( ) ..... days before course starts or the day the course starts / 開課前.....天或 開課當天

( ) After the course starts (including the first test of the course) and before next class / 開課後(含第一次考試後第一堂課程進行之前) 第二堂課前

( ) After the first class starts and before 1/3 of the course / 課程進行未達 1/3 之前

• Reason(s) for Withdrawal / 退費理由

( ) Schedule conflicts / 時間衝突

( ) Not satisfied with class/instructor / 不滿意課程/教師

( ) Other (please specify)/ 其他(請註明):

Refund Amount / 退費金額 NT\$ \_\_\_\_\_ Bank Account # / 銀行帳號: \_\_\_\_\_

### FOR INTERNAL USE ONLY:

Education Sales Consultant:

Finance Manager:

Student #

Receipt #

Database updated:

Processing date:

Class Folder updated:

A/C Record #: