

Wenzao Ursuline University of Languages

Application Form for Payment Extension of the ___ Semester in the ___ Academic Year

Application Date: mm/ dd/ yy

Student Name		Class		Student Number		Contact Number	
Fees to be Extended	<input type="checkbox"/> Tuition and Fees NT\$ _____			<input type="checkbox"/> Dormitory fee NT\$ _____			
	<input type="checkbox"/> Computer and internet communication usage fee NT\$ _____			<input type="checkbox"/> Overseas students' insurance fee NT\$ _____			
	<input type="checkbox"/> Student accident insurance NT\$ _____			Total NT\$ _____			
Amount to be Extended	NT\$ _____						
Reason for applying							
Specified Due Date	<input type="checkbox"/> Full Payment		mm/ dd/ yy				
	<input type="checkbox"/> Installments	First payment	mm/	dd/	yy	Amount	
		Second payment	mm/	dd/	yy	Amount	
I agree and confirm the following terms and facts : If payment extension is approved, installment payments shall be made on time. In the event of failure to make a payment on time or non-compliance, no payment extension application will be accepted in the future.							
Student's Stamp :			Section of Overseas Student Affairs :				
Unpaid Balance	First Installment NT\$ _____ Reason:						
	Second Installment NT\$ _____ Reason:						
班導師 Homeroom Teacher	承辦 (Handled by)	敬會	敬會	敬會		核決	
	學務處生輔組 Student Assistance Section	總務處出納組 Cashier Section	會計室 Accounting Office	會計室 Accounting Office		學生事務長 Dean of Student Affairs	
Notes	1. If the due date falls on a holiday or weekend, it is extended to the next working day. 2. Required documents: Application Form (available at the Cashier Section of the Office of General Affairs, the General Affairs Section of the Division of Continuing Education or online) and tuition fee invoice.						