

臺中教育大學  
進修推廣部  
華語文中心學員手冊



National Taichung University of Education  
Division of Continuing and Extension Education  
Chinese Language Center  
Student Hand Book

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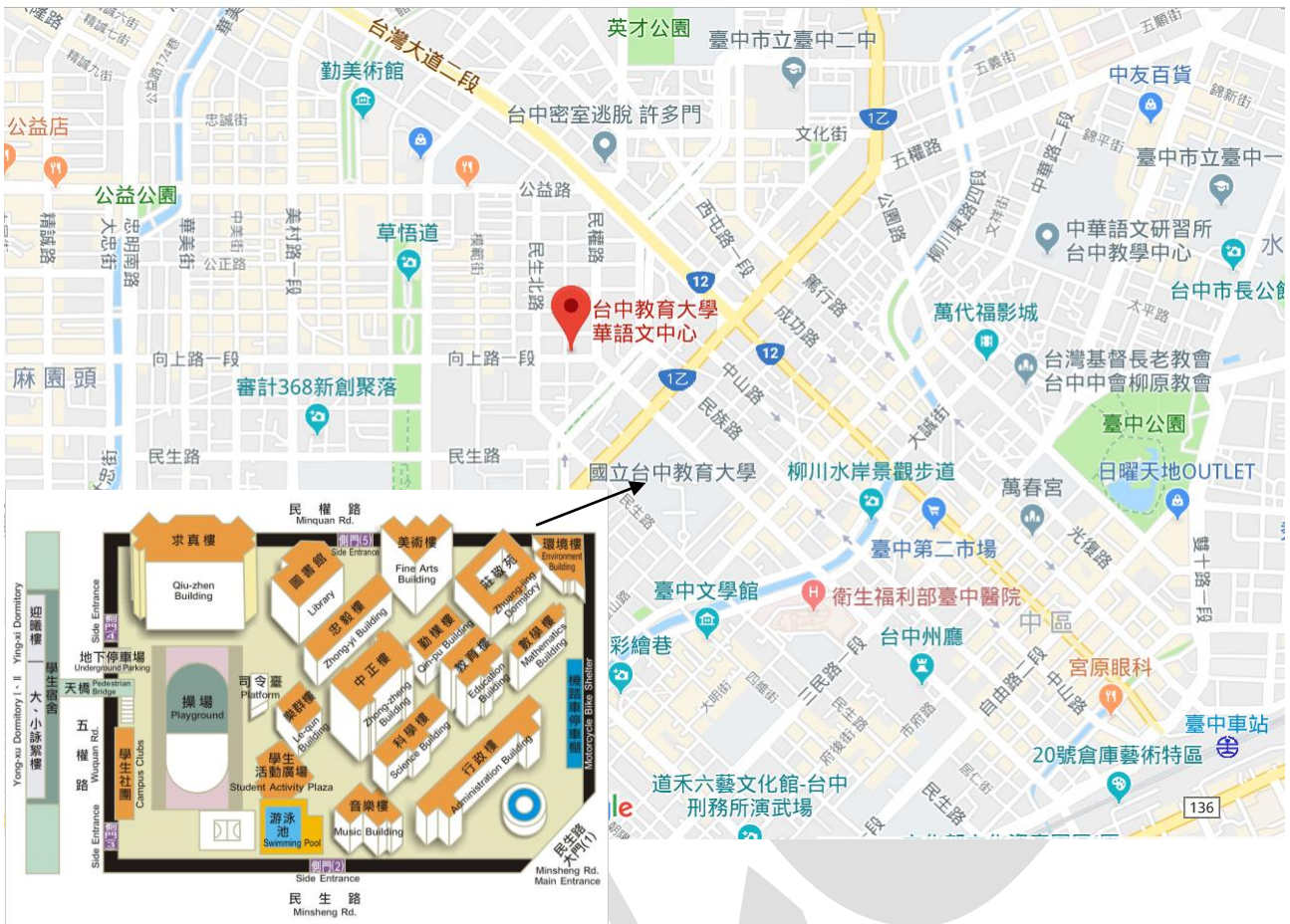
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## 國立臺中教育大學 華語文中心

台中市西區向上路1段6號      電話：22183283    傳真：22188150

Email: [clc@mail.ntcu.edu.tw](mailto:clc@mail.ntcu.edu.tw)    公車停靠站：向上民權路口(27、290號)

Chinese Language Center,

National Taichung University of Education

No.6, Sec. 1, Xiangshang Rd., West Dist., Taichung City 40350, Taiwan

Tel: 886-4-22183283    Fax: 886-4-22188150

Email: [clc@mail.ntcu.edu.tw](mailto:clc@mail.ntcu.edu.tw)

BUS STOP : Xiang shang Minquan (NO.27、NO.290)

### 簽證須知 (學員需自行注意簽證到期日期)

憑中心入學許可申請60/90天停留簽證來臺

↓ 60/90天

至移民署辦理第一次延簽： 1. 在學證明 2. 出缺席紀錄

\* 至中心辦公室申請，需時二個工作天

↓ 60天

至移民署辦理第二次延簽： 1. 在學證明 2. 出缺席紀錄

↓ 60天

離開臺灣，申請新簽證返臺： 1. 在學證明 2. 出缺席紀錄

※連續就讀滿4個月且預付下期學費者，可於簽證期滿前1個月線上申辦居留證：

<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=zh>

1. 護照
2. 在學證明、出缺席紀錄
3. 成績單
4. 研習計畫書正本及影本
5. 三個月內健康檢查正本及影本
6. 三個月內財力證明正本及影本(美金3000元以上)
7. 六個月內2吋彩色照片兩張
8. 費用
9. 其他特別要求之文件

### Visa Issues (Please pay attention to your visa due date)

Apply for 60-day(90-day) extendable Visitor Visa with CLC admission letter

↓ 60/90 days First extension at National Immigration Agency :

1. Enrollment certificate
2. Attendance record

\* Document application at the CLC office, which takes 2 work days.

↓ 60 days Second extension at National Immigration Agency :

1. Enrollment certificate
2. Attendance record

Leave Taiwan and apply for a new visa : 1. Enrollment certificate 2. Attendance record

Or

Who have been studying for constant 4 months and have paid for the coming semester are qualified to apply for ARC online <https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

1. Passport
2. Enrollment certificate
3. Attendance record
4. Transcript
5. Study plan (the original and a photocopy)
6. Financial statement taken within last 3 months(original and photocopy · USD3,000)
7. Health certificate taken within last 3 months (original and a photocopy)
8. 2 color photos taken within last 6 months(4.5cm x 3.5cm)
9. Necessary fees
10. Other documents specially required

內政部入出國及移民署：<http://www.immigration.gov.tw/>

**內政部入出國及移民署—臺中市第一服務站：**

地址：臺中市南屯區文心南三路22號1樓

電話：04-2472-5103 傳真：04-2472-5017

櫃檯受理服務時間：星期一、二、四、五 08:00-17:00

星期三延至 19:00（採預約制），中午均不休息。

**National Immigration Agency**

**National Immigration Agency—Taichung City First Service Center Office**

Address: 1F, No. 22, Wenxin S. 3rd Rd., Nantun Dist., Taichung City Phone: (04) 2472-5013

E-mail: [boi@immigration.gov.tw](mailto:boi@immigration.gov.tw)

**內政部入出國及移民署—臺中市第二服務站**

本站位置：臺中市豐原區中山路280號

電話：04-25261052. 25269777. 25263974. 25267615. 25261957

傳真：04-25268551

**National Immigration Agency—Taichung City Second Service Center Office**

Address: No. 280, Jhongshan Rd, Fongyuan City, Taichung County

Tel: 04-2526-1087、04-2526-9777、04-2526-1052、04-2526-3974、04-2526-7615

※ Office hours: Mon.~Fri. 08:00~17:00 (no lunch break)

**外交部中部辦事處** <http://www.boca.gov.tw/>

機關地址：40873 臺中市南屯區黎明路2段503號1樓

總機：(04)22510799 傳真：(04)22510700

服務時間：週一至週五上午：08:30 — 下午：17:00

(中午不休息, 申辦護照櫃台每週三辦公時間至20:00)

(週六、週日及國定假日不上班)

服務信箱：[taichung@boca.gov.tw](mailto:taichung@boca.gov.tw)

**Bureau of Consular Affairs, Ministry of Foreign Affairs**

Email: [taichung@boca.gov.tw](mailto:taichung@boca.gov.tw)

Address: No. 503, Sec. 2, Liming Rd., Namtun Dist., Taichung City

Tel.: (04)22510799 ※Office Hours: Mon.~Fri. 08:30~17:00 (no lunch break)

## 上課須知

1. 上課時間：每節課50分鐘，兩節課間休息10分鐘。遲到或早退20分鐘計缺席半小時；遲到或早退30分鐘以上者記缺席1小時。
2. 假日：本中心依照行政院人事行政總處所公告之行事曆，國定假日一律放假。
3. 停課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制事件時，本中心將依據市政府指示停課，且不退費。
4. 外籍學員須修習華語課程滿6個月以上方得申請工作證，主責單位為行政院勞工委員會職業訓練局。未經許可而有非法打工之情事，一經查獲將立刻取消學員身分且不退費。
5. 學員如有任何學籍變更之情事(如：未報到、休退學、退費等)，中心將副知相關單位(如：教育部、外交部領事事務局、內政部入出國及移民署)。

## Attendance Regulation

- i. It is 50 minutes per class with a 10-minute break in between. Arriving 20 minutes late will be counted as a 30-minute absence; arriving more than 30 minutes late will be counted as a 1-hour absence.
- ii. There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan.
- iii. The office will follow the instruction of the Government to decide whether the class will be cancelled when there is a typhoon、an earthquake or other events that cannot be controlled, such as a natural disaster or an air raid、and no refund.
- iv. Students cannot work in Taiwan without a permit from the Council of Labor Affairs, and they are qualified to apply for the permit after constant 6-months studying here Any unauthorized work found will result in immediate termination of student status without refund.
- v. The CLC will notify the Ministry of Education, Ministry of Foreign Affairs, Immigration Office, when there is any change in students' enrollment status (such as registration not completed, withdrawing from the class/getting refund, etc.).

### 請假

1. 學員因事不能來上課請假時數亦列入缺課時數。
2. 學員缺課(含請假)總時數不得超過全學期上課時數的25%，除重大傷病者外。  
※ 獎學金生單月缺課(含請假)達12小時以上者停發一個月獎學金，且缺課總時數不得超過全學期的25%。亦即，獎學金生單月缺課(含請假)12小時，即扣發下個月獎學金。
3. 缺席時數超過該季總時數25%者，中心得視情況取消學員資格，亦不接受其續讀。
4. 學員可以電子郵件、電話、線上表單請假(必要時需檢附證明)。  
※ 缺課時數超過學期總時數25%，不發予結業證書。  
※ 語文中心及教師不提供請假單影本以外之證明。

### Leave of Absence

1. Students who cannot come to class should fill out the form "Request for leave", and give it back to the office with the signature of his/her class instructor. Every class you miss will be all counted into absence hours whether you asked for absence in advance or not.
2. Students cannot miss more than 25% of total class hours in a term.  
※ Scholarships will be suspended for 1 month if recipients have missed 12 hours or more of class within a single month. That is, a scholarship student will lose one month of scholarship when he/she is absent for 12 hours in one single month.
3. When a student doesn't fulfill the regulated attendance hours, the office has the right to cancel his/her student status at the center, and reject his/her application for the following term.
4. Students may request leave via email, phone, or online form (*supporting documentation may be required when necessary*).  
※ The certificate will not be issued to students who don't fulfill the regulated attendance hours.  
※ The CLC and teachers do not provide any proof except for the photocopy of absent request forms.  
※ Students should take full responsibility if their absence causes any trouble to their visa or ARC or scholarships.

## 成績評量

1. 出席暨課程參與20%
2. 平時考試20%
3. 期末考20%
4. 期末發表20%
5. 作業20%

※ 獎學金生學業平均成績未達 80 者，停發下季一個月獎學金；連續兩季學業平均成績未達 80 者，將註銷其獎學金資格。

## Grading Policy

Final grade will be evaluated by the following components

- i. Attendance and Participation 20%
- ii. Quizzes20%
- iii. Final Exam20%
- iv. Final Presentation20%
- v. Homework20%

※ *Scholarship recipients who failed to get 80 points for their grades will lost one month of their scholarship in the coming quarter. Scholarship recipients who failed to reach 80 points for constant two quarters will be disqualified.*

※ 因缺課問題而導致無法辦理居留證或延長簽證，或因此影響獎學金受獎權益，學員須自行負責。

## 成績單及結業證書

每季課程結束後，中心將發給成績單或結業證書。缺少期中期末測驗成績或結業成績未達70分，以及缺席時數超過規定者皆則不發予結業證書。需郵寄成績單及結業證書者，應於課程最後一週或離校前，向辦公室申請，學員提出申請後始受理。如需郵寄應繳交200元郵資，中心將於課程結束後約15天，以掛號或其他方式寄出。

※ 證書載明學員姓名、修業期間及時數，但不授予學分。

※ 插班生無結業證書，僅核發成績單。

## Grade Report and Certificate of Course Completion

At the end of each term, CLC will issue transcripts or completion certificates. Certificates will not be issued to those lacking midterm or final exam scores, those with a final grade below 70, or those exceeding the permitted number of absences. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 15 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※ Student's name, studying period, and class hours will be presented in the certificate. Credits are not offered for this course.

※ Only transcript(no certificate) for those who join the class halfway.

## 班級調整與申請旁聽

**申請時間：**換班者為每學季第一週，旁聽者為每學季第二週。

1. 至辦公室領「申請換班流程表」或「旁聽申請表」。
2. 需原班教師及新班教師同意並於表上簽名。旁聽只能申請至未滿8人的班級。
3. 欲換班者，能否換班由原班及新班教師決定，並需取得教師們同意簽名。
4. 於期限內將表格與旁聽費用繳回辦公室。

※若有多人欲進入同班級，由新班教師全權決定。

※申請表須簽章完整於期限內交回辦公室；逾期恕不受理。

## Class Adjustment

Period : Within the first week of each term

- i. Pick up the Shift Change Request Form or Audit Application Form at the office.
- ii. The original teacher and the new teacher must agree and sign the form. Auditing is only permitted for classes with fewer than 8 students.
- iii. If you wish to switch classes, the decision rests with the teachers of both the original and new classes, and requires the consent and signatures of both teachers.
- iv. Submit the form and audit fee to the office by the deadline.
- iv. Return the form to the office by deadline.

The priority is completely decided by the teacher of the new class when there are More applicants than available vacancies.

※The application is completed only when the form is completed (including the signatures from both teachers) and returned to the office in time. No class-changing are permitted after the first week of the term.

## 續讀

續讀者只需在新學期開始前至辦公室報名並繳清學費即可；舊生報名與繳費於每期期末進行，相關日期另行公告。

**※期末總平均分數未達 70 分，或缺席時數超過規定者，中心得取消其學員資格，且不接受下一期續讀申請。**

## Second term Registration

Current students just visit the office before the new term begins to complete registration and pay tuition fees in full, who will pay renewal fees at the end of the term; relevant dates will be announced separately.

※Students who fail to achieve a final grade of 70 or higher at the end of the academic term, or whose absences exceed the stipulated limit, may have their enrollment revoked by the center and will not be accepted for the next term.

## 退費標準 Refund Policy

Partial Refund of Tuition 退費金額	Withdrawal Date 申請退費日期
90%	Before the new semester starts 開課前
50%	Within the 1/3 of the semester 課程前三分之一
No Refund	After 1/3 of the semester 課程三分之一以後

申請退費所需文件 Required Documents

1. 申請書 Application Form
2. 護照或居留證影本 Copy of the Passport or ARC
3. 存摺影本 Copy of the cover of the deposit/bank book

(1)本中心辦理匯款退費時間約 2~4 週，請填妥退費申請書後，繳至本中心辦公室。學員須自行負擔匯款手續費用，本校於退款金額中扣除。

\* It takes about 2-4 weeks for the refunding process. The applicant is responsible for the remittance fee.

(2)退費標準係根據教育部「專科以上學校辦理推廣教育計畫審查要點」第十七條之退費標準退費。

\* Refund policy is made in accordance to Article 17 in the Education Refund Policy published by Ministry of Education R.O.C. \_

<http://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0030027>

(3)凡遇國定假日、政府宣布休假日（如：颱風假）、本校校定休假日皆**不補課亦不退費**。

**No make-up nor refund** for national holidays, emergency holiday such as typhoon days, and NTCU holidays.

(4)不得因個人簽證問題要求退費。 No refund for visa reasons.

(5)不得因個人因素要求學費減免。 No discount for personal reasons.

(6)不接受分期付款方式繳交學費。 Installment payment of tuition fee is not accepted.

(7)插班生（未讀整期）需加收 1,000 元報名費（未繳全期學費者）。

The students who enroll in the middle of the term need to pay extra application fee NT1,000.

(The students who do not pay the full tuition fee).

## 退學規定

學員個人有下列各款情形之一者，本中心得勒令退學，並通知教育部、內政部入出國及移民署，且有權拒絕該生下期續讀申請。

1. 毆打教職員、同學。
2. 破壞公物，情節嚴重。
3. 蓄意傷人，情節嚴重。
4. 連續修讀同程度課程兩學季尚不能升級
5. 行為異常，影響上課秩序及他人安全
6. 偽照文書
7. 其他違反台灣法律與本校各單位及華語中心規定等特殊情形經主管機關認可

## Discontinuance of Studying Policy

When students have any of the following conducts, CLC office has the right to disqualify students' identity, discontinue their studying here, inform the National Immigration Agency, as well as reject their application for the following term:

- i. Commitment of assault and battery on the CLC faculty or students
- ii. Destruction of public property, occasioning grievous harm
- iii. Overt commitment of assault and battery, occasioning grievous harm
- v. Failing to advance after two consecutive terms of studying the same level coursework.
- vi. Exhibiting abnormal behavior that disrupts class order or endangers others' safety.
- vii. Forging documents.
- viii. Other circumstances involving violations of Taiwanese laws, regulations of the University's various units, or rules of the Chinese Language Center, as recognized by the competent authority.

## 申請統一證號辦理銀行、郵局開戶

若學員需在台辦理銀行、郵局開戶事宜，需先申請統一證號，持此證號方可辦理開戶。申請方法為：

1. 至內政部移民署網站下載統一證號申請書。
2. 填寫完畢，親送至移民署辦理審查。
3. 審查完畢後，可領得一組統一證號。
4. 憑此證號與其他需要資料，至郵局或銀行辦理開戶。

### The Uniform ID Number

※Who needs to apply for a Uniform ID Number:

People without a Uniform ID Number who wish to open a bank account, file tax, obtain joint health insurance or a driver' s license

·  
※Required documents:

Application Form; Original and a copy of the passport, the original is returned upon verification;

※Processing time: one hour; for applicants who have never entered Taiwan, up to a half day (four hours)

※Application Fee: no fee

<https://www.immigration.gov.tw/ct.asp?xItem=1090223&ctNode=30085&mp=2>

<http://www.immigration.gov.tw/ct.asp?xItem=1088301&ctNode=30067&mp=1>

## 國際會館住宿守則

學員您好：

國際會館提供臺中教育大學和華語文中心學員住宿。為維護居住品質，請勿（不要）在會館裡面或會館外面大聲說話、製造噪音或用力關門。屢勸不聽者，將會被本校總務處取消住宿資格。請注意，您的行為代表您的國家，也會影響未來來自您的國家的學員是否能申請到會館。

謝謝您的合作。

Dear Students,

The guest hostel is the residence for University's honorable guests and CLC's students. To maintain the living quality, please mind your own behaviors, and do not speak out loud in or in front of the guest hostel after 21:00, make noise, nor open/close the doors heavily. Those who don't take the advice will be stripped off their rights to stay in the guest hotel provided by the Office of General Affairs, which we don't want to see.

Please note that your actions represent your country and will also affect decision made by the office of general affairs to accept or reject future students from your country to stay in the guest hostel.

Thank you for your cooperation.