

中華語文國際教育股份有限公司附設
台北市私立靈呱語文短期補習班

Taipei Language Institute Taiwan Limited

Lingua Subsidiary Center

APPLICATION FORM

* (1) Name : Mr / Mrs / Miss _____
Surname First Middle

(2) Name in Chinese Characters, if any: _____ * (3) Nationality _____

_____ * (4) Passport No. _____

* (5) Date of Birth (mm/dd/yy/) _____

* (6) Address (Home): _____
(Taiwan) _____

* (7) Tel. No. _____ (8) Mobile No. _____

(9) E-mail Address _____

* (10) Emergent Contact Person: _____

Relationship _____ Tel No. _____

(11) Date of entry _____ (12) Type of Visa _____

(13) Name of Sponsor for the course, if any: _____

Tel. No. _____ Fax No. _____

(14) New student Returning

* (15) Period of study (mm/dd/yy): _____ to _____

(16) Name of course	(17) Number of hours per week	(18) Group	(19) Remarks

Note: Application should be completed each term by all students before beginning to attend classes.

Application is not complete until the following procedure has been completed:

1. Fill out this copy of the application form and hand in the forms to department director one week before course start.
2. The Students who must provide the copy of the front page of their passports, a copy of their financial statement (attachment I) and study plans (see attachment II).
3. Pay full tuition or deposit.

CANCELLATIONS, MAKE UPS & DEDUCTIONS

1. Once the course begins, the schedule can only be changed for good reasons. Schedule changing must meet the timetable of the scheduled instructor.
2. All make ups must be scheduled within the same course according to the teacher's timetable. To cancel the arranged make-ups, a one day notice is required.
3. To cancel any class which is formed by the students themselves as a whole, a one day notice is also required. If students fail to do so, no make-up or no refund is permitted.
4. Students who attend any classes should pay for the whole course and no make up or refund is permitted for any cancellation. For those who attend the class in the middle of the course should pay their tuition by hours.
5. For full-time students, the absence is not allowed to exceed one-fourth of the entire courses.
6. Lingua Language School will close for any violent natural events such as typhoons if Taipei City government announces a work stoppage.

(20) Date _____ (21) Student Signature _____

(22) Department Director _____ (23) Treasurer/Business Manager _____

For office only.

入學申請查核項目

- 入學申請書 (請注意 “*” 為必填)
- 學習計畫書 (含自我評估表)
- 財力證明
- 護照影片 (照片頁，有效期須超過六個月)

行政部門 _____ 查核

課程訂金 _____

會計部門 _____ 查核

上項事項須備齊，方可核發入學許可。