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| Ref. No.: PU-101B0-D-2502-2021120801Unit in charge: Div. of R&C  Version: 02 Page: 1/1 | Title: Application for Summer Courses with Less than 10 StudentsRevision: 12/08/2021Classification: Internal AccessSerial No.: 101B0- yy mm dd- |

**暑修課程未達10人開課申請表**

**Application for Summer Courses with Less than 10 Students**

**A. Summer course to be offered: 【Filled out by applicant】**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | yy mm dd | Summer Term |  | Course Code |  |
| Course Title |  | Class Hours |  |
| Practicum Hours |  |
| Cause |  | Instructor |  |

B. **The applicants are limited to the Seniors of Undergraduate Programs and graduate students of Master Programs (including graduate special programs). The applicants have read and agreed to the following matters:**

1. The above listed course was not offered for the Seniors of undergraduate programs and graduate students in Master’s programs (including special programs) due to insufficient number (a minimum of 10) of registered students. The applicants agree to share the total credit fee for 10 students of the course and apply for the course to remain open under consideration.
2. The applicants cannot apply for course cancelling nor refund once the course is offered under such special consideration.
3. For the other Juniors (or under) or students from other schools (regardless of year) who also take this course, the students will be charge regular credit fee, and this will not reduce the fee shared by the applicants. In other words, the applicants cannot ask the other non-applicants to share the expenses.

**C. Signatures of the applicants:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class** | **Student No.** | **Name** | **Class** | **Student No.** | **Name** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total: Students |

**D. The approval process:**

|  |  |  |  |
| --- | --- | --- | --- |
| **(1) Instructor** |  | **(4) Office of** **Accounting** |  |
| **(2) Head of Dept.** **(Center, Office)** |  | **(5) Cashier** |  |
| **(3) Div. of R&C** | After the applicant has completed in order the fields 1-5, present this form to the case officer at the Div. of R&C for process.  |
| **Case Officer** | **Registrar** |
| Amount payable per student: Total: NTD  |  |

**Note: When there is only one applicant, please contact the attending department for special consideration by e-application for approval before filling out this Form.**