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| Ref. No.: PU-101B0-D-2503-2021012601  Unit in charge: Div. of R&C  Version: 01  Page: 1/1 | Title: Application for Summer Courses with Less than 20 Students  Adoption: 01/26/2021  Classification: Internal Access  Serial No.: 101B0- yy mm dd- |

**暑修課程未達20人開課申請表**

**Application for Summer Courses with Less than 20 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 hereby agree to the following:**

1. The above listed course was not offered due to insufficient number (a minimum of 20) of registered students. The applicants agree to share the total credit fee for 20 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.

**C. Signature of the applicants:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class** | **Student No.** | **Name** | **Class** | **Student No.** | **Name** |
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|  |  |  |  |  |  |
|  |  |  | 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. -**