

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
			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. -