

# Application form for refund of venue rental fees in the five school-owned lecture buildings

Y/ M/ D/

Applicant unit		section supervisor	* No need to fill in the form outside the school. Please stamp the official seal of the school unit.
*For off-campus units, please fill in the business ID number and company title; for on-campus clubs, please stamp			
applicant	*NTU's staff please stamp your official seal.	Telephone e Email	cell phone
Reasons for refund			
order number			
Refund account	*For accounts other than the post office, Yushan and Huanan Bank, the handling fee will be deducted from the refund.		
	Bank name :	Branch:	
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	Post office number :	Post office account number :	
Attached documents	1. Proof of payment: The first copy of the unified receipt for self-collected funds issued by the school or the original of the unified invoice 2. A photocopy of the original post office or bank passbook cover (including account number) of the payer (unit)		
review results	<input type="checkbox"/> Agree to refund : <input type="checkbox"/> Do not agree to refund : reason _____		
Unit in charge	Contact :	Chief :	Division Director : Vice President :

Applicants should fill out this form and send it together with proof of payment and a copy of the bankbook cover of the remittance account to the Academic Affairs Office, No. 1, Section 4, Roosevelt Road, Daan District, Taipei City 106319 to apply for a refund.

Tel: 02-33662388#310

Fax : 02-23626282

e-mail : [irischang@ntu.edu.tw](mailto:irischang@ntu.edu.tw)

1. Note: Please pay attention to the following regulations  
 Directive for classroom borrowing management at the National Taiwan University Lecture Buildings :  
 10. After the venue borrowing application is approved, the borrowing unit shall pay the relevant fees within three days before the borrowing date. Overdue payment will be deemed as a waiver. If the venue is reserved for more than two sessions at a time, a deposit of NT\$20,000 will be charged. Unless the cancellation fee is refundable due to force majeure or other major factors, a liquidated penalty of NT\$5,000 will be imposed for each cancellation. The borrowing unit No objection is allowed.
2. Directive in the management of the borrowing of the art space in the Liberal Arts Teaching Center of National Taiwan University:
3. Force cancellation of borrowing, you should inform it three days in advance; if you cancel temporarily, the paid fee will not be refunded. Although the venue has been approved for application, if the school needs to use the venue urgently, it may notify the borrowing unit to cancel the borrowing and refund the paid fees without interest. The borrowing unit shall not object or request