



元智大學  
Yuan Ze University

MANDARIN LEARNING CENTER

元智大學華語中心

學生手冊

STUDENTS HANDBOOK



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## 歡迎! WELCOME!

華語中心成立於2023年，是元智大學終身教育部的附屬機構。為在台外籍人士提供完整的華語課程。本中心竭誠歡迎來自世界各地的學習者，在最舒適且友善的校園環境學習華語。目前中心提供九種不同級別的課程，以滿足各程度學習者的需求。學員除了能精進華語能力，也將深入了解台灣的傳統文化與風俗民情，豐富多元文化素養。

Established in 2023, the Mandarin Learning Center is an affiliate of Yuan Ze University's Office of Lifelong Education. We provide comprehensive Mandarin courses for international residents. The center welcomes learners from around the world to study in our comfortable and friendly campus environment. Currently, we offer nine proficiency levels to meet the diverse needs of our students. In addition to improving their language skills, students will gain a deeper understanding of Taiwanese traditional culture and customs, thereby enhancing their multicultural literacy.



元智大學華語中心

**YZU Mandarin Learning Center**

Room: 1013

Open hour: 08:00 - 17:00

Phone: 886- 3-4638800 Ext 2491、2481

Website: [https://lifelong.yzu.edu.tw/MLC/index\\_zh.html](https://lifelong.yzu.edu.tw/MLC/index_zh.html)

Mail: [mich@saturn.yzu.edu.tw](mailto:mich@saturn.yzu.edu.tw)

# 元智校園

## YUAN ZE CAMPUS

元智大學 校園平面圖  
YZU Campus Map

- 校園設施 Facilities**
- 1 有岸紀念花園 Yu-Zheng Memorial Garden
  - 2 枯山水禪園 Zen Garden
  - 3 思新石 Rock of Innovation
  - 4 無限延伸 Infinite Extension Sculpture
  - 5 哲學之道 Philosopher's Walk
  - 6 櫻花巷 Sakura Walk
  - 7 靜心坪 Wandering Heart's Corner
  - 8 春雨堂(教職員餐廳) Faculty Cafeteria
  - 9 元智花園 Yuan Ze Garden
  - 10 鼓路埕 Pond of Green Ripple
  - 11 鳴雷 Shining Garden
  - 12 星空劇場 Starlight Theater
  - 13 明理石 Rock of Enlightenment
  - 14 牡丹亭 Peony Pavilion
  - 15 網球場 Tennis Court
  - 16 亞堤斯咖啡 Artist Café
  - 17 運動場 Sports Ground
  - 18 溜冰埕 Skating Rink
  - 19 空埕埕 Ballpark
  - 20 籃球埕 Basketball Court
  - 21 烤肉區 Barbecue Area
  - 22 大門警衛室 Campus Security Post
  - 23 桂庭園 Laurel Garden
  - 24 元智草堂 Yuan Ze Hut
  - 25 垂直綠地 Vertical Garden
  - 26 發現廣場 Discovery Plaza
  - 27 游泳池 Swimming Pool

Mandarin Learning Center



- 建築 Building**
- 1 元智一館 Yuan Ze Building 1
  - 2 元智二館 Yuan Ze Building 2
  - 3 元智三館 Yuan Ze Building 3
  - 4 元智五館 Yuan Ze Building 5
  - 5 圖書館 Yuan Ze Library
  - 6 序公廳 Yan-Shi Hall
  - 7 元智六館 Yuan Ze Building 6
  - 8 有岸廳 Yu-Zheng Hall
  - 9 元智七館 Yuan Ze Building 7
  - 10 學生活動中心 Student Activity Center
  - 11 體育館 Gymnasium
  - 12 健康休閒中心 YZU Fitness Center
  - 13 女生第一宿舍 Female Dormitory 1
  - 14 男生第一宿舍 Male Dormitory 1
  - 15 男女生第二宿舍 Female & Male Dormitory 2
  - 16 教授宿舍 Faculty Housing
  - 17 研究生宿舍 Graduate Dorm
  - 18 元智科學園區 Yuan Ze Science and Technology Micro Park

- 圖例 Legend**
- 汽車停車場 Parking lot for cars only
  - 機車停車場 Parking lot for motorcycles only
  - 腳踏車停車場 Parking lot for bicycles only
  - 公車站牌 Bus Stop
  - 餐飲服務 Restaurant
  - 吸煙區 Smoking Area
  - 心臟去脈器 AED
  - 人行步道 footpath



元智大學校區平面圖

Mandarin Learning Center



- 元智哲學之道**
- 1 哲學之道
  - 2 亞堤斯雅座
  - 3 思新石
  - 4 枯山水禪園
  - 5 有岸紀念花園
  - 6 有岸紀念館
  - 7 佛雕禪詩
  - 8 意象廊
  - 9 無限延伸
  - 10 櫻花巷
  - 11 靜心坪
  - 12 春雨堂
  - 13 元智花園
  - 14 戲線埕
  - 15 牡丹亭
  - 16 明理石
- 自動體外心臟除顫器(AED)

## 壹、來臺前的準備

# PREPARATION BEFORE COMING TO TAIWAN

### 一、簽證辦理 Apply for Visa

請持錄取通知書/分發通知書，申請居留簽證/入出境證。

Please bring your admission letter or offer letter and apply for a residence visa or entry and exit permit.

外交部領事事務局：[https://www.boca.gov.tw/cp\\_-338-187-975ac-1.html](https://www.boca.gov.tw/cp_-338-187-975ac-1.html)

#### 入臺簽證應備文件

- (一) 入出境申請書 Application form.
- (二) 六個月內 2 吋彩色白底照片 2 張 ID photo ( for passport ) 2 pieces of 2 inches within the last six months.
- (三) 護照 Passport
- (四) 健康檢查合格正本及影本證明：居留或定居健康檢查項目表 Medical check report.
- (五) 錄取通知書 Admission Letter
- (六) 最高學歷證件 Highest degree certificate
- (七) 財力證明正本及影本（6個月經常性財力）Financial proof within the last six months .
- (八) 其他視個案要求提供之文件 Other documents

註：詳細流程資訊，請自行查詢再次確認 For detailed information on the process, please conduct your own search and verification.

### 二、來臺必備文件 Required Documents

- (一) 護照 Passport
- (二) 入出境證/居留簽證 Visa
- (三) 學歷驗證文件 Academic certificate
- (四) 證件照片(護照用)二吋3張、一吋2張。ID photo (for passport) 3 pieces of 2 inches, 2 pieces of 1 inch
- (五) 海聯會分發通知書/學校錄取通知書 Admission Letter
- (六) 緊急授權同意書 Emergency Authorization Form
- (七) 住宿同意書 The Consent for Dormitory Accommodation on Campus
- (八) 台幣現金(搭車、體檢費用、僑生醫療保險費用...)  
New Taiwan Dollar Cash (for transportation, medical examination fees, Overseas Compatriot Student medical insurance fees...).
- ※港、澳同學另外還須提供 (Hong Kong & Macao Only)
- (九) 港澳永久居民身分證 Hong Kong and Macau Permanent Resident ID Card

(十) 回鄉證(大陸地區出生者) Home Return Permit (for China-born Individuals)

(十一) 良民證收據 (9/1前年滿18歲者，請確保在台時是在有效期限內)

### 三、個人物品準備 Personal Belongings

(一) 四季衣物類 Clothing for four seasons。

(二) 鞋子、襪子、拖鞋 Shoes, socks, slippers

(三) 個人必須藥品 Personal medicines

(四) 個人電腦 Lap top

(五) 各種電器用品及充電器 Electrical appliance charger

(六) 轉腳插頭 Adapter plug

(七) 盥洗用品 Daily necessities

(八) 學費、生活費 Tuition, Living expenses

(九) 建議先換好台幣 It's advisable to exchange some Taiwanese currency (New Tai wan Dollar ) before coming to Taiwan .

### 四、入境 Arrived airport

告知預計抵臺日期：請先告知教官或全球處機票日期

Please inform your flight details in advance, including the departure date.

(一) 購買電話卡：在機場購買電話卡，並與學校教官保持聯繫。Purchase a SIM card at the airport and keep in touch with us.

(二) 搭車前往元智大學： Take a ride to Yuan Ze University

搭計程車(Taxi)：臺灣桃園國際機場於第一航廈入境大廳一樓西側12號門及第二航廈入境大廳一樓西側26號門對面車道，設有排班計程車服務櫃檯。

Taking a taxi: There are taxi service counters located at the west side of Gate 12 on the first floor of the arrival hall in Terminal 1 and across from Gate 26 on the first floor of the arrival hall in Terminal 2 at Taiwan Taoyuan International Airport.

※ Service hotline :

Terminal 1 Taxi Service Center Phone : 03-3982832

Terminal 2 Taxi Service Center Phone : 03-3983599

價位Price range : 約NT\$400~600 (可多人共乘 Suggest carpooling)

車程Distance : 車程約 30 分鐘 Approximately 30 minutes drive

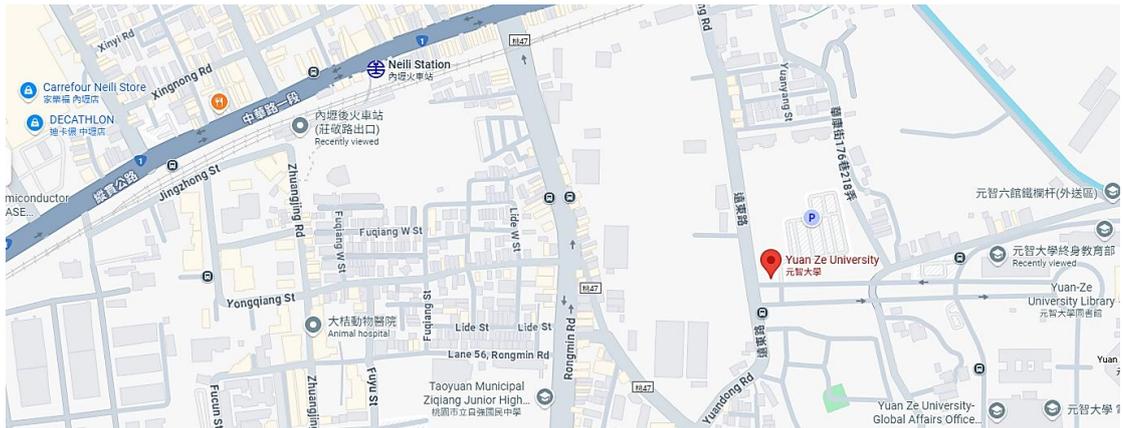
## 貳、校園生活導覽

# CAMPUS LIFE GUIDE

### 一、交通 Transportation

元智大學位於台灣的北部桃園市境內，距離桃園國際機場只需要30分鐘的車程，步行15分鐘就會到火車站，附近有內壢商圈、中原商圈、中壢商圈、桃園商圈，是個非常方便的環境。

Yuan Ze University is located in the northern region of Taiwan, within Taoyuan City. It is conveniently located just 30 minutes from Taoyuan International Airport and a short 15-minute walk from the train station. The surrounding area includes several shopping districts, such as Neili, Zhongyuan, Zhongli, and Taoyuan, making it easily accessible and convenient.



<https://maps.app.goo.gl/rxzm8fc5mdvjKdyx7>

我們一起來探索元智的校園吧!

Let's explore the campus of Yuan Ze University together:

[http://underadmissions.yzu.edu.tw/enroll/new/virtual\\_tours/](http://underadmissions.yzu.edu.tw/enroll/new/virtual_tours/)



YZU Map

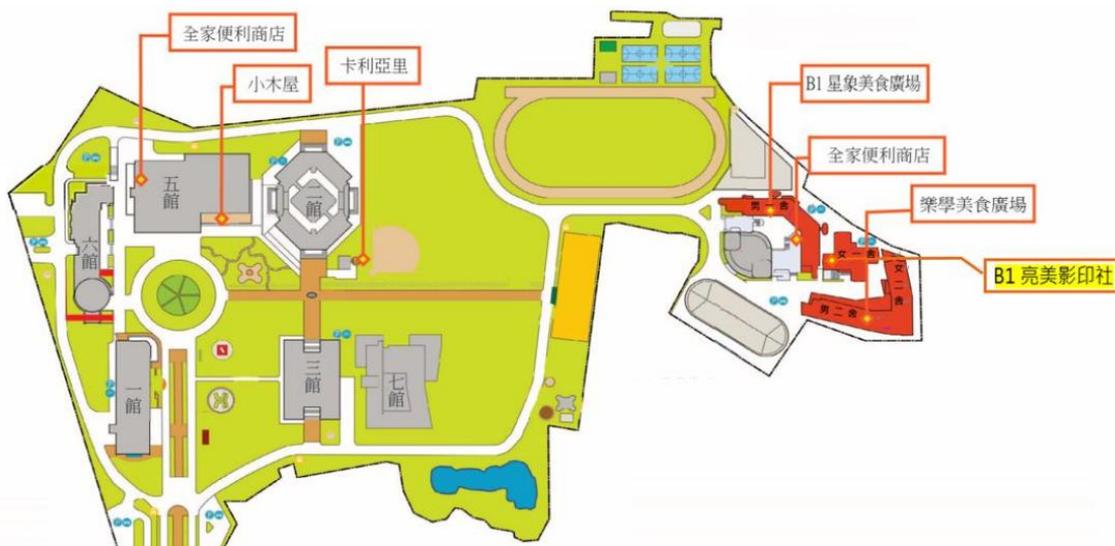


YZU Virtual Tour

## 二、飲食 Diet

本校學生宿舍餐廳分為星象美食廣場、樂學美食廣場及教學區餐廳，宿舍服務組負責餐廳管理，衛生保健組負責餐廳衛生督導業務。

The on-campus dining areas are Xingxiang Food Court (1st dormitory), Lexue Food Court (3rd dormitory) and Teaching Area, where are managed by the Student Housing Service Section. The Health Sanitation Section is responsible for inspecting these dining areas.



商家區域位置圖

Store area location map

## 三、住宿 Dormitory

來台灣前請事先確認住宿的諮詢，如欲申請宿舍，請留意學校訊息，並請下載及詳閱住宿申請切結書內容，完成資料填寫及簽名，於入住時繳交至宿舍櫃檯。

Please confirm your accommodation arrangements before arriving in Taiwan. If you want to apply for on-campus housing, pay attention to school announcements. Download and carefully read the accommodation application disclaimer, complete the required information, and sign the document. Submit the completed form to the dormitory reception upon check-in.

(一) 住宿資訊 Please refer to the information on on-campus accommodations.

● 學務處宿舍服務 Student Affairs Dormitory Services :

<https://www.yzu.edu.tw/admin/st/index.php/tw/su-she-fu-wu>

(二) 校外租屋可參考 Please refer to the off-campus rental housing.

● 元智大學校外賃居網 Yuan Ze University Off-Campus Housing

Website : <https://house.nfu.edu.tw/YZU>

#### 四、聯絡電話 Contact number

##### (一) 緊急電話資訊 Emergency call

單位 Emergency	聯絡電話 Telephone No.
警察局 Police	110
救護車、火警、消防隊 Emergency Hotline ( Ambulance, fire alarm, fire brigade )	119
行動電話緊急救難 Emergency Telephone Numbers	112
外來人士在臺生活諮詢服務熱線 Foreigners In Taiwan Hotline	1990



##### (二) 校內聯絡電話 Campus contact number

部門 Department	聯絡電話 Contact number
華語中心 Mandarin Learning Center	Tel : 03-4638800 Ext : 2491 Email : <a href="mailto:mich@saturn.yzu.edu.tw">mich@saturn.yzu.edu.tw</a> <a href="https://lifelong.yzu.edu.tw/MLC/index.html">https://lifelong.yzu.edu.tw/MLC/index.html</a>
全球事務處 Global Affairs Office	Tel : 03-4638800 Ext : 3281~3288 Email : <a href="mailto:iadept@saturn.yzu.edu.tw">iadept@saturn.yzu.edu.tw</a> <a href="https://gao.yzu.edu.tw/index.php/tw/">https://gao.yzu.edu.tw/index.php/tw/</a>
學務處 Office of Student Affairs	Tel : 03-4638800 Ext : 2238 Email : <a href="mailto:stdept@saturn.yzu.edu.tw">stdept@saturn.yzu.edu.tw</a> <a href="https://www.yzu.edu.tw/admin/st/index.php/en-us/">https://www.yzu.edu.tw/admin/st/index.php/en-us/</a>
宿舍服務組 Dormitory Service Group	Tel : 03-4638800 Ext : 2880, 2868 <a href="https://www.yzu.edu.tw/admin/st/index.php/tw/su-she-fu-wu">https://www.yzu.edu.tw/admin/st/index.php/tw/su-she-fu-wu</a>
圖書館 Library	Tel : 03-4638800 Ext : 2321,2322 Email : <a href="mailto:library@saturn.yzu.edu.tw">library@saturn.yzu.edu.tw</a> <a href="https://www.yzu.edu.tw/library/index.php/tw/">https://www.yzu.edu.tw/library/index.php/tw/</a>
警衛室 Guard & Security	Tel : 03-4638800 Ext : 2270,2271

# 參、註冊規定 REGISTRATION REGULATIONS

## 一、新生註冊 Registration

### (一) 學號 Student number

查詢學號：將於群組通知同學，取得學號後可登入個人Portal。

Check student number: Students will receive their student ID through group notifications. Once they have obtained their student ID, they can log in to the individual portal.

### (二) 登入Portal Log in to the Portal account.

帳號：s+學號，例：s981904

Account number: s+ student number, for example: s981904.

密碼：預設為你的生日(yyyymmdd)，可於登入後修改。

Password: The default password is your birthday in the format (yyyymmdd), you can change it after logging in.

忘記密碼怎麼辦？請帶著學生證至圖書館諮詢推廣櫃台申請密碼還原。

If you forget your password, please bring your student ID card to the library counter to apply for password recovery.

*\*Portal及其他資訊使用問題？請參閱新生資訊服務說明，或至本校圖書資訊服務處網頁查詢。Note: For inquiries about using Portal and other information, please consult the New Student Information Service Guide or visit the school's Library Information Service website for assistance.*

## 二、新生繳費 Tuition fee

請進入元智大學首頁 → 個人Portal (取得學號後可登入) → 校註冊查詢。

開學前一週可利用以下方式繳費，開學後僅能到學校總務處以現金繳費。

Payment can be made using the following methods up to one week before the start of the semester. Once the semester begins, payment can only be made in cash at the school's Office of General Affairs

- 國際信用卡 International credit card <https://school.yuantabank.com.tw/school/>
- 遠東銀行櫃檯繳費 Far East Bank counter payment
- 郵局劃撥 Post office remittance
- 便利超商繳費 Convenience store payment
- e-Bill全國繳費網 e-Bill National Payment Network <https://ebill.ba.org.tw/>
- 信用卡繳費 Credit card payment
- ATM轉帳 ATM transfer

### 三、辦理銀行帳戶 Open a bank account

#### (一) 辦理銀行帳戶 Open a bank account

請持居留證、其他具辨識力身分證明文件，如健保卡、護照、駕照或學生證等至到銀行辦理，未成年人應準備在臺監護人授權文件。您應該註冊遠東國際銀行 (FEIB) 銀行帳戶，或是您可以在校外或其他銀行註冊。

Students who hold the Alien Resident Certificate (ARC) should bring it, along with other identification documents such as health insurance cards, passports, driver's licenses, or student IDs, to the bank for in-person processing. Minors should prepare authorization documents from their guardians in Taiwan. You must register for a Far Eastern International Bank (FEIB) account. Alternatively, you can register with another bank outside of school.

#### 1. 遠東國際商業銀行 Far Eastern International Bank

遠東商銀到校服務時間：Far East Commercial Bank's On-Campus Service

每週二、週四上午 10：30 至下午 1:30 (11:30-12:00 午休，暫停服務)。

Every Tuesday and Thursday morning; from 10:30 AM to 1:30 PM (Service suspended from 11:30 AM to 12:00 PM for lunch break)

地點：校內的第五館一樓聯合服務櫃台（五館全家便利商店旁）

Place of Issuance：Service Counter on the first floor of the Fifth Building on campus (next to the Family Mart convenience store in the Fifth Building)

×申請的資料 Required Documents

■台灣往來通行證正、影本 Exit & Entry Permit: Original and Copy

■入出境許可證正、影本 Entry and Exit Permit: Original and Copy

■學生證（已滿 20 歲不需要）

Student ID (Not Required for Individuals Over 20 Years Old)

■外籍生（陸生）就學證明

Certificate of Enrollment for Foreign Students (Chinese Students)

■新台幣 1,000 元存款

At least NT\$1000 deposit

### 四、全民健康保險 National Health Insurance

#### (一) 投保資格 Eligibility for National Health Insurance

依臺灣政府規定，外國學生來臺就學期間取得有效居留證，並在臺居

住滿6個月後，必須加入全民健康保險（健保）。學生在臺期間尚未加入健保的前6個月，華語中心協助所有新生加入商業保險，費用為新台幣3,000元（每月新台幣500元）。

According to Taiwan government regulations, international students are required to register for health insurance while staying in Taiwan. If students hold a valid Alien Resident Certificate (ARC) for more than six months continuously, they must enroll in the National Health Insurance (NHI). During the first 6 months before students in Taiwan are eligible to join the NHI, the Mandarin Learning Center will assist newly arrived students in enrolling in a commercial insurance program. The cost of the program is NT\$ 3,000 (NT\$ 500 per month).

### **(二) 健保的費用 Insurance Premium**

健保的費用：每月826元，每學期註冊時由學校一次代收半年保險費。

The monthly health insurance fee is NT\$826. The school will collect the insurance fee once per semester during registration.

※費用依健康保險署官網為準

The precise fee is subject to the official website.

### **(三) 申請加入全民健康保險文件**

#### **Application for National Health Insurance Documents**

- 全民健康保險申請表。National Health Insurance application form
- 二吋相片一張。One 2-inch photo
- 居留證影本。Photocopy of Alien Resident Certificate
- 護照影本。Photocopy of passport

※詳細相關規定請洽「衛生福利部中央健康保險署」

For detailed regulations, please contact the National Health Insurance Administration, Ministry of Health and Welfare.

Website : <https://www.nhi.gov.tw/ch/mp-1.html>

## **五、工作證 Working Permit**

### **(一) 申請資格 Qualifications**

外籍學生須修習華語課程滿 6 個月以上方得申請工作證，主責單位：「勞動部勞動力發展署」。未經許可而有非法打工之情事，一經查獲將立刻通知主管單位取消其簽證資格。持有免簽證或旅遊簽證的學生將不予申請。

To work in Taiwan, students must obtain a work permit from the Workforce Development Agency. After completing six months of Mandarin studies, they will be eligible to apply for the permit. Working illegally will result in disqualification of the student's visa. Student with visa-free and visitor visa will NOT be allowed to apply.

### **(二) 申請資料 Required Documents**

1. 有效期間之護照影本 A photocopy of the passport valid during the period
2. 學生證或註冊證明

Student ID with current semester stamp or Enrollment Certificate

3. ARC 正反面 ARC front and back side

4. 付款憑證 Payment slip

※申請工作證相關規定請參考勞動部勞動力發展署的資訊

Please refer to the information website of the Workforce Development Agency for relevant regulations on applying for work permits.

Website :

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

- ※ (1) 避免工作證過期 Not renewing Working Permit before expires.
- (2) 不非法打工 Working without working permit.
  - (3) 除寒暑假外，工作時數至多為每周 20 小時。The maximum working hours per week are 20, excluding winter and summer breaks.

## 肆、華語中心修課相關規定

# MANDARIN LEARNING CENTER COURSE REGULATIONS

### 一、出席規定 Attendance Regulation

請準時出席上課，並在規定的時間內上下課。

Please arrive to class on time and adhere to the scheduled class times.

(一) 學生缺課(含請假) 總時數不得超過全學期上課時數的 25%。

The total hours of student absences (including leaves of absence) must not exceed 25% of the total class hours for the entire semester.

(二) 遲到、早退或於上課時間離開教室15分鐘以內，扣學習態度成績；超過15分鐘，視同缺席1小時，扣出席成績。

Late arrival, early departure, leaving the classroom within 15 minutes of the class will result in a deduction from the participation grade if you exceed 15 minutes, you will be deemed to be absent for 1 hour, and your attendance score will be deducted.

(三) 若學生無故未出席，且在上課開始後30分鐘內未向教師或華語中心聯絡說明原因，將視為曠課。請假或曠課：扣出席成績。

If a student is absent without excuse and does not contact the teacher or the Mandarin Language Center within 30 minutes of the start of class to explain the absence, it will be considered an unexcused absence. Absence with excuse or unexcused absence: deduction from the attendance grade.

(四) 人事行政局所公告之因應天災而取消的課程，將不安排補課。

Classes canceled due to natural disasters as announced by the Directorate-General of Personnel Administration will not be made up.

(五) 學校須按規定向教育部、外交部和移民署等相關單位報告學員的入學、退學和缺席情況。

The school is required to report to the Ministry of Education, the Ministry of Foreign Affairs and the Immigration Department, among other relevant authorities, the admission, withdrawal and attendance status of students in accordance with regulations.

### 二、請假規定 Leave Regulation

(一) 學員依規定提供「請假單」及其它相關證明文件(例如：出入境證明、請假當天就診的診斷證明書等)，並經授課老師簽名。請假時數將累計至缺席總時數。

To apply for leave, students must submit a 'Leave Application Form' along with any necessary supporting documents, such as proof of entry and exit or a medical certificate. The teacher must sign the form. The hours missed during the leave will be added to the total absence hours.

- (二) 任何缺席時數都可能致使申請延長停留簽證或外僑居留證遭拒絕，若因缺席時數而無法申請簽證或ARC，學員需自行承擔後果，學校概不負責。

Failure to meet the required number of attendance hours may result in the rejection of visa extension or Alien Resident Certificate (ARC) application. In such cases, students will be held responsible for the consequences, and the school will not be held liable.

### 三、成績評量 Assessment of Academic Performance

學生成績評量分成學業成績和出席成績，評分標準如下：

The evaluation of student performance is based on academic grades and attendance grades. The grading criteria are as follows:

<b>學業成績 Academic grades 80%</b>	日常評量 Daily assessment 40%	<ul style="list-style-type: none"> <li>■ 課堂參與度 Class participation 5%</li> <li>■ 準時繳交作業 Submit assignments on time 5%</li> </ul>
		<ul style="list-style-type: none"> <li>■ 平時測驗 Quizzes 10%</li> <li>■ 綜合能力表現 Overall performance 20% (聽、說、讀、寫；Listening, Speaking, Reading, Writing)</li> </ul>
	定期評量 Periodic assessment 40%	<ul style="list-style-type: none"> <li>■ 期中考 Mid-term exam 20% (筆試 Written test)</li> </ul>
		<ul style="list-style-type: none"> <li>■ 期末考 Final exam 20% (筆試 Written test)</li> </ul>
<b>出席成績 Attendance grades 20%</b>		<ul style="list-style-type: none"> <li>■ 依缺席時數計算 Based on hourly attendance</li> </ul>

### 四、續讀資格 Qualifications for registration in future terms

如果學生出現以下任何情況，本中心有權根據實際情況取消其學生資格，並且不接受下一期的入學申請。If a student encounters any of the following situations, the center reserves the right to revoke the student's status based on the actual circumstances and will not accept the student's application for the next semester.

- (一) 缺席時數超過規定。 Exceeding the specified absence limit.
- (二) 出席率需達到80%，且成績須達70分方能通過。不符合以上任一標準，則將留級。 Attend more than 80% of the study program, final grade more than 70 points. If failed in any criteria above will be remarking as retention.
- (三) 同程度級別課程連續兩學期仍未能晉(升)級者，不得續讀。

Continuously studied twice the same level but still failed to enter an advance program, will be denied to continue study in yuan ze university.

每季結束時，本中心會進行續讀調查，欲繼續學習的學員必須在指定期限內完成報名並繳清學費。 At the end of each quarter, the Mandarin

Learning Center conducts a re-enrollment survey. Students who wish to continue their studies must complete registration and pay tuition by the deadline.

## 五、退費 Refund Policy

(一) 自報名繳費後至實際上課日前退學者，退還已繳學、雜費等各項費用之九成。 If a student withdraws from the course after registration and payment but before the actual class date, they will receive a refund of 90% of the paid tuition, miscellaneous fees, and other fees.

(二) 自實際上課之日算起未逾全期時數三分之一者退還已繳學、雜費等各項費用之半數；已購置之書籍、材料者，發給學員。

Students who have not completed more than one-third of the term from the actual class date are eligible for a refund of half of the paid tuition, miscellaneous fees, and other fees. Books and materials purchased will be distributed to students.

(三) 自實際上課之日算起，已逾全期時數三分之一者，不予申請退費。

Students who have completed more than one-third of the semester hours from the start of the class will not be eligible for a refund.

(四) 若因故無法開班時，所繳費用將全數退還(第一次報名繳費新生，經查詢有繳報名費者一併辦理退費)。

In the event that the class is unable to begin due to unforeseen circumstances, all fees paid will be refunded in full. For new registrants who have paid the registration fee, refunds will be processed accordingly.

(五) 請學員於每週一至五上午9:00至21:00憑收據正本(信用卡繳費者請攜帶信用卡之帳單；收據正本遺失者請另行繳交20元工本費)辦理退費。若無法親自辦理退費者，請告知匯退銀行帳戶資料，以利服務人員統一於每週四實施匯退作業，並自行負擔匯退手續費。

To receive a refund, students must present the original receipt. If paying by credit card, please bring the credit card bill. If the original receipt is lost, an additional NTD 20 New Taiwan Dollar production fee will be charged. If you are unable to handle the refund in person, please provide your bank account information for the refund. The service staff will implement the refund every Thursday, and you will be responsible for the refund handling fee.

(六) 經通報屬非法打工或其它違法、違規事實而無法繼續就學者，不退費。

No refund will be given if the student is reported to be working illegally or has engaged in other illegal activities that prevent them from continuing their studies.

※匯款手續費及當日匯率差額將由學員自行負擔。

The students will be responsible for paying the remittance fees and any difference in exchange rates on the day of the transaction.

## 伍、華語課程

### MANDARIN COURSES

#### 一、華語課程 Mandarin Courses

##### (一) 華語密集班 Intensive Mandarin Courses

###### 1. 課程介紹 Course introduction

本課程專為外籍學生來台升學而設計，目標在一年內讓學生達到 A2 程度。課程以 12 週為一期，每週上課五天，從週一到週五，每天三小時，採用小班制教學，每班學員人數為 8-15 人。課程旨在培養學生的聽、說、讀、寫四項技能，並強調實際生活應用。

This course is designed for foreign students coming to Taiwan for further studies, with the goal of reaching the A2 level within one year. The course is divided into 12-week terms, with classes held five days a week from Monday to Friday, each day consisting of three hours of instruction. We maintain small class sizes, with 8-15 students per class, to ensure personalized attention. The curriculum focuses on developing students' listening, speaking, reading, and writing skills, while emphasizing practical real-life applications that enable students to confidently apply what they've learned in real-life situations.

###### 2. 課程的時間：Course schedule

課程 Program	開課的時間 Course schedule	人數 No. of students	時數 Hours
春季班 Fall Session	2026/04/13 – 2026/06/30	8-15	165
夏季班 Winter Session	2026/05/20 – 2026/08/07	8-15	165
秋季班 Spring Session	2026/08/17 – 2026/11/05	8-15	165
冬季班 Summer Session	2026/11/11 – 2027/01/28	8-15	165

## (二) 華語假日班 Mandarin Weekend Courses

### 1. 課程介紹 Course introduction

我們的華語假日班課程是為了迎合因工作或學習原因無法在平日上課的人士而設計的。本課程提供具有實用性的課程大綱，以幫助學生獲得日常交流所需的實用語言技能。課程分為 12 週一期，每週六、週日上課，每天三小時，採用小班制教學，每班學員人數為 10 至 15 人。

Our Mandarin Weekend Course is designed for individuals who are unable to attend classes during the week due to work or study commitments. This course offers a practical curriculum designed to help students acquire the language skills necessary for everyday communication. The course is divided into 12-week terms, with classes held on Saturdays and Sundays for three hours each day. We maintain small class sizes, with 10-15 students per class.

### 2. 課程的時間 Course schedule

課程 Program	開課的時間 Course schedule	人數 No. of students	時數 Hours
春季班 Fall Session	2026/02/25 – 2026/05/12	10-15	72
夏季班 Winter Session	2026/05/20 – 2026/08/11	10-15	72
秋季班 Spring Session	2026/08/19 – 2026/11/10	10-15	72
冬季班 Summer Session	2026/11/06 – 2027/01/28	10-15	72

## (三) 華語客製化課程

### 1. 課程介紹 Course introduction

我們的華語客製化課程旨在滿足企業對提升外籍員工華語程度的特定需求和目標。無論學習者是初學者還是已有一定程度的華語基礎，我們都將根據企業的要求和員工的能力量身定制課程。

Our customized Mandarin courses are designed to meet the specific needs and goals of companies looking to improve the Mandarin skills of their expatriate employees. Whether students are beginners or have a certain level of Mandarin proficiency, we tailor courses to meet the needs of the company and the skills of the employees.

### 2. 課程的時間：根據企業的時間進行安排課程。

Courses are scheduled according to the schedule of the company.

## 二、課程分級和教材 Grading and Materials

華語能力對照 TOCFL Levels	級數Program levels	使用教材 Mandarin Materials		
Pre I & II	零起點 Pre-entry level	📖 《時代華語》 Book 1	📖 《當代中文課程》 Book 1	📖 《新版實用視聽華語》 Book 1
A1	入門級 Entry level	📖 《時代華語》 Book 1	📖 《當代中文課程》 Book 1	📖 《新版實用視聽華語》 Book 1
A1-A2	初級一 Junior 1	📖 《時代華語》 Book 1+2	📖 《當代中文課程》 Book 1+2	📖 《新版實用視聽華語》 Book 1+2
A2-B1	初級二 Junior 2	📖 《時代華語》 Book 2+3	📖 《當代中文課程》 Book 2+3	📖 《新版實用視聽華語》 Book 2+3
B1	中級一 Intermediate 1	📖 《時代華語》 Book 3-4	📖 《當代中文課程》 Book 3-4	📖 《新版實用視聽華語》 Book 3+4
B1-B2	中級二 Intermediate 2	📖 《時代華語》 Book 4	📖 《當代中文課程》 Book 4	📖 《新版實用視聽華語》 Book 4
B2	中級三 Intermediate 3	📖 《當代中文課程》 Book 5		📖 《新版實用視聽華語》 Book 5
C1	高級一 Advanced 1	📖 《當代中文課程》 Book 6+補充教材		
C2	高級二 Advanced 2	📖 《當代中文課程》 Book 6+補充教材		

1. 本中心主要採用《時代華語》作為主要教材，其他教材則作為輔助教材。

The main textbook used by this center is "Modern Chinese". Other materials are used as supplementary resources.

2. 本中心有權調整各級課程的安排以及班級的分配。

Our center has the authority to adjust the schedule of courses at all levels and the distribution of classes.