

補繳費申請書
Statement for Late Payment

學生 _____ 學號： _____ 系級： _____
(Student Name) (Student ID) (Department/Institute)

因 疏忽錯過繳費日期，
Missed the deadline of payment due to inattention. (請勾選原因 Check the proper box)

未收到繳費單(地址錯誤)，
Have not receive the bill due to wrong address.

未收到繳費單(原因不明)，
Have not receive the bill and it's overdue.

其他 _____
Others (state the reasons)

未及於限期繳費內完成，請准予補繳 _____ 學年度第 _____ 學期費用。
Due to the above reason, I was not able to (academic year) (semester)
pay my bill. Please accept my late payment for

敬陳

系(所)主管：
Department Chairman

註冊組：
Division of Registration

教務長：
Dean of Academic Affairs

敬會出納組：
Cashier

學生：
Student's signature

手機：
Mobile phone No.

日期： 年 月 日
Date Y M D