

Chinese Language Center, Tzu Chi University

Mandarin Course Application Information

1. Introduction:

Chinese Language Center (the Center) of Tzu Chi University offers quarterly classes to develop students' ability in traditional Chinese listening, speaking, reading and writing. The Center promotes understanding of Chinese culture, and exposes students to Tzu Chi culture: great love, sense of gratitude, respect, and care for others.

2. Course Content:

- (1) Mandarin Course: Courses consist of 15 hours per week of Chinese language study including listening, speaking, reading and writing with traditional Chinese characters. (The Ministry of Education requires students with a Chinese Language Study Visa to attend class for a minimum of 15 hours per week.)
- (2) Chinese cultural and Tzu Chi cultural courses : Once a month.

3. Available Classes:

- (1) Group Class: Classes consist of 3 students (the minimum) based on Chinese ability.
- (2) Individual Class: One on One, One on two teaching.

4. Application & Registration Procedures:

- (1) Application Procedures
 - A. Online Application: http://www.language.tcu.edu.tw/?page_id=1348
 - B. Required Documents: Photocopy of passport, financial statement (at least US\$2,500)
 - C. Online Oral Test

After the oral placement exam, the Center will mail an Admission Letter to the student. The student must take the Admission Letter along with the visa application form to the nearest Taiwan Embassy, Consulate or related Taipei Economic and Cultural Office to apply for the Chinese Language Study Visa, which should be specified for study at the Tzu Chi University, Chinese Language Center.

- (2) Registration Procedures
 - A. Required Documents: a. Admission letter; b. passport; c. visa; d. financial statement (at least US\$2,500); e. two passport size photos
 - B. Fees: (Installment is NOT accepted.)
 - a. New Student Registration Fee: NT\$500
 - b. Administrative Fee (Group accident insurance included): NT\$600
 - c. Tuition (Material not included):
 - I. Individual Class: NT\$500/hour
 - II. Individual Class (evening or weekends): NT\$600/hour
 - III. Individual Class (off-campus): NT\$700/hour
 - IV. Group Class: NT\$30,000 ~ 36,000
 - V. Tuition Promotion: If students continue their studying for next term (3 months course only), they can have 10% discount for their tuition.

Scholarship award recipients also must pay as a lump sum. As the Ministry of Education often delays payment, Scholarship award recipients should prepare their own funds for the first quarter to avoid any inconvenience.

- C. Payment: Only cash (New Taiwan Dollars NT\$) and credit cards (Visa card, Master card) are accepted. There is an additional credit card fee by cash for using that service.
- D. Refund:
 - a. If one cannot continue to study due to a major accident, please fill out the refund application form

and complete refund procedures within the first two weeks of the class. Refund applications will not be accepted afterwards. Upon approval, 1/3 of tuition will be refunded only. However NO registration fee or administrative fee will be refunded.

- b If the Center cancels a class, tuition will be fully refunded. However, registration fee or administrative fee will not be refunded.
- c Except which are mentioned above, there are **NO** refunds and the study time can **NOT** be transferred or carried over to the next term.

5. Class Transfer:

At the first week of the class, if student wants to transfer to another class, please inform his/her original class teacher within the first 3 days of that week. Transferring class will not be accepted afterwards. Student can transfer once only.

6. Visa:

- (1) Student has to mind his/her visa validity. If visa expires, the visa holder will get penalty and be asked to leave Taiwan immediately.
- (2) Student with Chinese learning visa needs to submit attendance record when extending visa. Please apply for the document 15 days before it expires. The application day and pick up day are every Monday and Thursday.
- (3) The Center only provides Chinese language study certificates with an attendance record. The Center does not offer visa application services. For anything related to visa: <http://www.boca.gov.tw>.
- (4) After the student has renewed the visa, please provide a photo copy of the updated visa to the Center.
- (5) According to the Ministry of Foreign Affairs, if a student is absent from the class (including absence and leave) for over 1/4 of one term, the Center may cancel his/her qualification as a student. If the student's qualification has been canceled by the Center, NO tuition or other fees will be refunded and the Chinese language study certificate for renewing his/her visa will not be issued.
- (6) If a student drops out from a class, the Center will inform the relevant department to cancel that student's Chinese Language Study Visa.

7. Other Information:

- (1) Holidays and class adjustments of The Center will follow the government's holidays, university holidays and important foreign holidays.
- (2) During the school term, if there is a natural disaster (e.g. typhoon, earthquake, etc.) or force majeure caused by the human factors (e.g. war, etc.) and the government cancels classes, there will be no makeup classes, and no refund for tuition.
- (3) Only vegetarian food is allowed in the school area. Please do not bring any non-vegetarian food to the school. Your cooperation is appreciated.
- (4) When participating in any cultural activity held by the Center, students must wear the Center's uniform. Each uniform cost NT\$400 or borrowed from the Center.
- (5) Apply for more copies of the program certificate or transcript: A copy of certificate is NT\$30; a copy of transcript is NT\$20.

Chinese Language Center, Tzu Chi University

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慈濟大學華語中心

華語課程招生簡章

一、中心簡介：

慈濟大學華語中心（以下稱為本中心）開辦季節班，期望透過華語文教學活動，養成學員聽、說、讀、寫能力，提昇學員中華文化之素養，培養學員大愛、感恩、尊重與關懷的慈濟人文精神。

二、課程內容：

- (一) 華語文課程：教授正體字之聽、說、讀、寫，每週 15 小時。（依台灣教育部規定，持研習中文簽證者，每週至少研習 15 小時華語。）
- (二) 華人文化與慈濟人文課程：每月一次課程。

三、開班班別：

- (一) 團體班：以學員華語程度分班，每班至少 3 人才開班。
- (二) 個人班：採一對一或一對二人教學。

四、新生報名與註冊程序：

(一) 報名手續

1. 線上報名：http://www.language.tcu.edu.tw/?page_id=1348。
2. 繳交文件：護照影本、財力證明(至少 2500 美元)。
3. 分班口測：以電子郵件通知分級測驗。

完成以上步驟，中心將寄發入學通知書。學員請憑「入學通知書」至中華民國駐外有關單位，辦理備註有慈濟大學華語中心「研習中文」簽證。

(二) 註冊手續

1. 繳交證件：入學通知書、護照影本、簽證影本、財力證明、一吋大頭照片 2 張。
2. 繳費：(本中心不接受分期付款)
 - (1) 新生註冊費：新台幣 500 元
 - (2) 行政管理費 (含團體意外險)：新台幣 600 元
 - (3) 學費(不含教材)：
 - ①. 個人班：新台幣 500 元/時
 - ②. 個人班夜間/周末：新台幣 600 元/時
 - ③. 個人班校外授課：新台幣 700 元/時
 - ④. 團體班：新台幣 30,000~36,000 元
 - ⑤. 學費續讀優惠(限 3 個月團體班)：9 折優惠

獎學金受獎生也須於註冊時繳清費用，教育部獎學金常有遲發現象，請獎學金受獎生自行準備第一季所需的費用，以免影響上課權益。

(三) 退費標準

1. 如因重大事故無法繼續上課者，得於開課後兩星期內以書面方式申請退費。經主任核准後，退還學費 1/3，逾期則不予退費，但已繳之註冊費與行政管理費概不退費。
2. 學員繳交費用後，若因本中心開班不成，已繳學費將無息退還，但已繳之註冊費與行政管理費概不退費。

3. 繳費前請先仔細閱讀招生簡章內相關規定，一旦繳費後，除上列第 1-2 點情況外，已繳之所有費用概不予退還、不可轉讓、亦不得延期。

五、換班申請：

開學後如果想換班，請於開課後 3 天內告訴原班級的綜合課老師。逾期概不受理。申請換班以一次為限。

六、簽證：

- (一) 學員必須注意簽證之有效期限，如簽證過期將會被處以罰款並要求立即出境。
- (二) 持華語研習簽證者如需「在學暨出勤證明書」延長簽證期限，請在簽證到期日 15 天前向中心提出申請，申請日及取件日為每週一、四。
- (三) 本中心僅提供「在學暨出勤證明書」，不代辦各項簽證，學員須親自辦理各項簽證事宜。查詢簽證事宜網址：<http://www.boca.gov.tw>
- (四) 學員在辦完更新簽證手續後，請提供本中心更新後證件影本。
- (五) 依外交部規定，華語生如缺課（含曠課、請假）時數超過 1/4 以上者，本中心將視情況取消在學資格。學員如被退學，所繳相關費用概不退還，亦不發給「在學暨出勤證明書」。
- (六) 中途退學、休學者，本中心將通知相關單位，以取消該生研習中文簽證。

七、其他說明：

- (一) 放假、及調課方式參考行政院人事行政局公告之國定例假日、學校公告之行事曆，以及衡量國外重要節日放假狀況，予以實施。
- (二) 學期期間如有自然災害（如颱風、地震、水災等）且行政院人事行政局公告不上班、不上課，或不可抗拒之人文因素（如戰爭等）而經政府公告停課者，本中心將不須補課、亦無法退還學費。
- (三) 慈濟大學規定校內一律茹素，嚴禁葷食，請務必配合。
- (四) 參與本中心舉辦之活動，須著本中心制服。制服請至本中心購買，制服費用一件為新台幣 400 元，或向中心借用。
- (五) 相關證明補發費用：修習時數證明每張新台幣 30 元、成績單每張新台幣 20 元。

慈濟大學華語中心

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