

## CSAT Semester Abroad Program

### 退出／退費政策 Exit / Withdrawal Policy

我們理解學員可能因不可預期的情況而無法參與計畫或需中途退出，以下為本計畫之退出與退費相關規定：

We understand that unforeseen circumstances may prevent participants from joining or completing the program. The following policy outlines the procedures and financial implications of withdrawal.

### 1. Notification of Withdrawal

#### 1. 退出通知

參與者若決定退出，須以電子郵件書面通知本計畫團隊。正式退出日期以收到書面通知之日期為準。

Participants must notify the program in writing via email. The official withdrawal date is the date the written notice is received.

### 2. Refund Policy

#### 2. 退費政策

退出時間（以課程開始日為準） Time of Withdrawal (before program start date)	退費金額 Refund Amount
課程開始日前 60 天以上通知 60 days or more before the program start date	扣除 \$250 行政費後退還 100% 100% refund minus a \$250 administrative fee
課程開始日前 30–59 天通知 30–59 days before program start date	退還 50% 50% refund
課程開始日前少於 30 天通知 Less than 30 days before program start date	不予退費 No refund
課程開始後 After program start date	不予退費 No refund

課程開始日定義為本地開課日或迎新活動之第一天，以先發生者為準。

*The program start date is defined as the official first day of orientation or academic instruction, whichever comes first.*

### 3. Non-Refundable Fees

#### 3. 不可退費項目

以下費用在任何情況下均不予退還：

The following fees are non-refundable under any circumstances:

- 申請費 Application fee

- 行政手續費 Administrative processing fees
- 已代為支付之費用（如住宿訂金、活動報名費等）

Costs already committed on behalf of the participant (e.g., housing deposits, cultural activity bookings)

## **4. Deferral**

### **4. 延期申請**

若因特殊原因無法參加該學期課程，參與者可書面申請延期至下一學期。延期僅限一次，並須經主辦單位審核同意。延後參加者須依當期計畫內容及費用標準參加，不保證保留原住宿或課程安排。

Participants who are unable to join the program may request a deferral to the next term. Deferral is allowed once only and subject to program approval. Deferred students must join under the terms and fees of the future cohort. Original placement is not guaranteed.

## **5. Involuntary Withdrawal**

### **5. 強制退出**

若參與者違反計畫規範、合作大學校規或當地法律，將可能被要求退出。此情況下恕不退費，並須自負因此產生之額外費用。

Participants who are dismissed due to violation of program policies, host university rules, or local laws are not eligible for a refund and are responsible for any additional expenses incurred.

## **6. Travel & Insurance Responsibility**

### **6. 機票與保險相關責任**

參與者應自行購買可退票之機票及包含旅程取消／中斷保障的保險。主辦單位不對個人旅行安排或非計畫支出負責。

Participants are responsible for purchasing refundable air tickets and comprehensive travel insurance covering cancellations or interruptions. The program does not cover personal travel arrangements or external expenses.

## **7. Appeals**

### **7. 申訴機制**

若參與者因特殊情況需申請例外處理，須提交書面說明與相關證明文件，計畫團隊將個案審議，並保留最終決定權。

Students with extenuating circumstances may submit a written appeal with supporting documents. All decisions made by the program regarding appeals are final.