

慈濟大學華語中心

Chinese Language Center

Tzu Chi University

華語短期班招生簡章

Short Term Mandarin course Application Information

一、教學宗旨 (Goals):

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。

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.

二、招生對象 (Students):

本中心招收對學習華語文有興趣之海內外華裔、外籍人士。

Those interested in learning Chinese are encouraged to apply, including scholarship and overseas Chinese students.

三、上課地點 (Course Period and Class Location):

(一) 上課地點為慈濟大學人文社會學院華語中心。

Classes are held at the Tzu Chi College of Humanities and Social Sciences.

(Address: No.67, Jieren Street, Hualien 97074, Taiwan. Telephone number: 886-3-8572677, ext 1681~1683)

四、課程內容 (Course Content):

(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。)

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.)

(二) 2017 中國文化與慈濟人文課程(Chinese cultural and Tzu Chi cultural courses(暫訂 tentative))

春季班 Spring Term	民俗活動 Folk activity	靜思茶道 Tea ceremony	在地文化體驗 Local culture experience
夏季班 Summer Term	端午節活動 Dragon Boat Festival activity	書法課 Calligraphy	在地文化體驗 Local culture experience
秋季班 Fall Term	中秋節活動 Mid-Autumn Festival activity	武術功夫 Martial art	在地文化體驗 Local culture experience
冬季班 Winter Term	國畫課 Chinese Painting	在地文化體驗 Local culture experience	新年活動 Chinese New Year activity

五、短期班預定開班之團體班級 (依實際情況決定) Classes proposed for the Short Term (depends on the actual situation) :

- (一) 零起點班 Totally beginner level(No experience with Chinese)僅開放短期班(I) only for short term (I).
- (二) 初級班 Beginner level
- (三) 中級班 Intermediate level
- (四) 高級班 Advanced level

六、報名與註冊程序 (Application & Registration Procedures) :

(一) 短期班說明 Short term course information

- 1. 本中心視該季情況，決定是否開放短期班報名。
The Center will open short term courses according to the condition of each term.
- 2. 短期班學生將會依程度進入現有班級中就讀，不另開新班。
Short-term student will enter current classes of the same level. The Center will not open new classes for short term students.

(二) 報名手續 (Application procedures)

- 1. 本中心報名方式一律採線上報名，報名網址：
The Center accepts on line applications, application website:
http://www.language.tcu.edu.tw/?page_id=13
- 2. 本中心收到「入學申請表」後，將聯絡學員提供護照影本（如學員已在臺灣，請附簽證影本）、以及財力證明（至少 2500 美元）各一份。
After receiving the application form, the Center will contact the student to provide a photocopy of his/her passport and a photocopy of financial statement showing at least US\$2,500. If the student is already in Taiwan, please provide a photocopy of a valid visa.
- 3. 驗證文件後，本中心將以電子郵件通知學員接受分級測驗。
After verifying the documents, the Center will contact the student to have an oral placement exam by email.
- 4. 分級測驗後，如有適合班級，本中心將以電子郵件寄送「入學通知書」。
After the oral placement exam, if there is an appropriate class for the student to join in, the Center will e-mail an Admission Letter to the student.

5. 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。

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.

6. 來台前，請向本中心回報來台註冊時間。如需申請慈濟大學校內住宿者，請在來台註冊前提出申請。

Students should inform the Center of their registration date before coming to Taiwan. For those who apply for accommodation at the Tzu Chi University, please complete accommodation application prior to registration.

(三)註冊手續 (Registration procedures)

1. 學員請依註冊時間至本中心註冊，並繳交證件（入學通知書、護照影本、簽證影本、財力證明、保險保單影本、一吋大頭照片 2 張）。

Students must come to the Center for registration during the registration period. Upon registration, please submit copies of the following: admission letter, passport, visa, financial statement, proof of insurance and two passport size photos.

2. 註冊時請繳清以下費用：新生註冊費、學費、保險費（如需本中心保險者）、與住宿費（如申請校內住宿者）。所有費用須於註冊時一次繳清，本中心不接受分期付款。

Upon registration, please pay the following fees: registration fee, tuition, insurance (for those who do not have any other insurance), and dormitory expenses (for those who apply for accommodation at the Tzu Chi College). All of these fees must be paid as a lump sum. The Center does not accept installments.

3. 獎學金受獎生也須於註冊時繳清費用，教育部獎學金偶有遲發現象，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。

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

4. 費用繳交僅限新臺幣，付費方式可選擇付現金或現場刷卡（Visa Card, Master Card），現場刷卡需付額外刷卡費。

Payment for all fees is in New Taiwan Dollars (NT\$). Only cash and credit cards (Visa card, Master card) are accepted. If students pay by credit card, there is an additional credit card fee for using that service.

5. 註冊地點為慈濟大學人文社會學院華語中心 2D213 辦公室，地址是花蓮市介仁街 67 號，電話是（886）3-8572677 轉 1681~1683。

Registration takes place at the Center office 2D213. The address is: 67, Jieren Street, Hualien 97074, Taiwan.

6. 學員請於註冊日前，完成註冊手續。

Students must complete the registration procedure before deadline.

七、費用 (Fees):

(一) 註冊費與保險費 (Fees for Registration and Insurance):

新生註冊費新台幣 500 元，舊生免付。依教育部規定，所有來台研習學員都必須在來台前購買在台灣承保的保險，本中心提供代購在台意外險之服務。

Only new students have to pay the registration fee NT\$500. According to the Ministry of Education, all foreign students have to buy insurance before coming to Taiwan. The Center only provides service to aid students to buy accidental insurance.

(二) 學費 (Tuition):

1. 短期班學生每人新臺幣 21,000~24,000 元。

Tuition for short term student is NT\$21,000~24,000 per student.

2. 短期班學生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、保險費與住宿費概不退費。

If short term student cannot continue to study due to a major accident, please fill out the refund application form and complete refund procedure within the first two weeks. Refund application will not be accepted afterwards. Upon approval, 1/3 of tuition will be refunded only. However NO registration fee, insurance fee or accommodation fee will be refunded.

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 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。

Before registration, please read the Application Information carefully. After registration, excepting point 2 above, there are **NO** refunds and the study time can **NOT** be transferred or carried over to the next term.

(三) 其他費用 (Other fees):

1. 短期班學員住宿費用約 7~8 週為一期(依短期班實際長度而定)，每一期費用為新臺幣 5,500。宿舍分配為 4 人一間，並共用一套衛浴設備。

The accommodation fee for a short term, which is around 7~8 weeks, is NT\$ 5,500. There will be four people sharing a room with one bathroom.

2. 學費不包括華語教材書籍費、文化課程活動材料費，以及申請、或延長簽證等其他費用。

Tuition does not include fees for books, learning materials, materials for cultural activities, applying for or extending visas etc.

(四) 其他說明 (Other information):

1. 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、學校所公告之行事曆，以及衡量國外重要節日放假狀況，予以實施。

The Center holidays and class adjustments follow government legal holidays, university holidays and important foreign holidays.

2. 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、不上課情況下；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。

During the school term, if there is a natural disaster (e.g. typhoon, earthquake, flood, 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. 慈濟大學規定校內(包含宿舍、教學區)一律茹素，嚴禁葷食，請務必配合。

Only vegetarian food is allowed in the school area such as dormitory, teaching and learning area. Please do not bring any non-vegetarian food to the school. Your cooperation is appreciated.

4. 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，制服費用一件約新台幣 400 元，或向中心借用。

When participating in any cultural activity held by the Center, student must wear the Center's uniform. It can be bought at the Center, each uniform cost NT\$400 or it can be borrowed from the center.

八、簽證 (Visa)：

- (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立即出境。

Student has to mind his/her visa validity. If visa expires, the visa holder will get penalty and be asked to leave Taiwan immediately.

- (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。

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.

- (三) 本中心僅提供「在學暨出勤證明書」，本中心不代辦各項簽證，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>

The Center only provides Chinese language study certificates with an attendance record. The Center does not offer visa application services. For anything related to visas, please check: <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。

After the student has renewed the visa, please provide a photo copy of the updated visa to the Center.

- (五) 依外交部規定，學員如缺課(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」。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.

- (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。

If a student drops out from a class, the Center will inform the relevant department to cancel that student's Chinese Language Study Visa.

九、結業 (Graduation):

(一) 結業前，本中心將進行學員回饋調查；結業當天，將發給華語修習時數證明與成績單。

Student will be asked to complete an evaluation form at the end of the course. After finishing the course, the Center will issue a certificate with the number of studying hours the student has completed and his/her learning transcript.

(二) 學生結業後申請證明或成績單補發，依本校辦法規定酌收證書製作費用。補發修習時數證明每張酌收新台幣 30 元，補發成績單每張酌收新台幣 20 元。申請證書補發需於取件日前三天(工作天)以電子郵件方式告知本中心，如未於規定時間前告知，本中心有權延後取件時間。

Student, who has completed a course and wants to apply for more copies of the program certificate or transcript, will be charged with document fee. A copy of certificate is NT\$30; a copy of transcript is NT\$20. Student needs to inform the Center three working days before picking up the documents. If not, the Center has the right to postpone the pick-up date.

若需要進一步資料，或有任何問題，歡迎聯絡本中心，中心上班時間為每週一至週五，上午 8:00 至 12:00；下午 13:30 至 17:30。

If you need further information or assistance, please contact the Center. The Center office hours are from 08:00 to 12:00, and from 13:30 to 17:30 (Taiwan Time) during Monday to Friday.

誠摯期待並歡迎您到慈濟大學來，成為華語中心的一份子！

Sincerely looking forward to your coming and being a member of our Center!

慈濟大學華語中心 Chinese Language Center, Tzu Chi University
Tel : (886)3-857-2677 ext 1681-1683
Fax : (886)3-846-6065
Email : cltc@mail.tcu.edu.tw
Website : www.language.tcu.edu.tw
Facebook : www.facebook.com/TzuChi.CLS
地址：台灣 97074 花蓮市介仁街 67 號
Address: No. 67, Jieren Street, Hualien 97074, Taiwan