

# 華語文能力測驗

## 取消考試注意事項（臺灣考區適用）

完成正式考試報名繳費後，若因個人理由無法參加考試，考生得以取消報名並申請退費（**預試報名費 100 元為代辦費，恕不受理退費，煩請見諒！**）。

一、申請期限：請於**報名截止日後 4 天內**提出申請，逾期恕不受理。

二、申請方式：**電郵申請**

1. 請填妥「華語文能力測驗取消考試申請表(臺灣考區適用)」。

2. 申請表格填妥後，請貼上「**華語文能力測驗報名費繳費單**」**第二聯收據**，掃描或拍照並電郵至華測會服務信箱 service@sc-top.org.tw。

三、退費金額：申請取消考試，須收取手續費新臺幣 300 元，因此**退費金額＝報名費用－手續費 300 元**。如遇不可抗力之天災，如：颱風、地震等，將可全額退費。

四、退費方式：本會以「郵政匯票」退費，一律於原報考測驗日後一個月，以郵局掛號寄出。

五、**申請時間逾期、申請資料有誤或不全者，本會將不受理。**

## Remarks on

### TOCFL Test Registration Cancellation (for Use in Taiwan)

Registered TOCFL test takers may, for any personal reasons, apply to have the registration canceled and for a partial refund of the registration fee. **( This does not apply to the pilot test. )**

- I. Application Deadline: **4 days after the end of the registration period.** Applications beyond the deadline will not be accepted.
- II. Application **( by e-mail )** :
  1. Complete the attached application form
  2. Attach **the second part of the "TOCFL Test Fee Payment Slip"** to the application form ,scan or photograph the entire form and email to SC-TOP (service@sc-top.org.tw).
- III. Amount of Refund: Application for cancellation is subject to a service charge of NT\$300, except for in cases force majeure, e.g. natural disasters like typhoons or earthquakes, when a full refund is given.
- IV. Refund Delivery: Refund is made in form of "postal order" and sent through registered mail one month after the date of the registered test.
- V. **Refund will not be made in case of missing the application deadline or incomplete or incorrect information being provided in the application.**

# 華語文能力測驗 取消考試申請表 (臺灣考區適用)

## TOCFL Registration Cancellation Application Form (for Use in Taiwan)

申請日期 Application Date : 年(Y) 月(M) 日(D)

中文姓名 Chinese Name		英文姓名 English Name	
護照號碼 Passport No.		聯絡電話 Contact Telephone	
測驗地點 Test Location		測驗日期 Test Date	年(Y) 月(M) 日(D)
測驗類別 Test Type  ★請勾選要取消考試的測驗類別、等級 Please mark the level and band of the test registered for	聽讀測驗 Listening & Reading	測驗等級 Test Level : <input type="checkbox"/> 準備級 Novice <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 進階高階級 Band B	<input type="checkbox"/> 流利精通級 Band C <input type="checkbox"/> 電腦化適性測驗 (CAT)
	口語測驗 Speaking	測驗等級 Test Level : <input type="checkbox"/> 準備級 Novice <input type="checkbox"/> 入門基礎級 Band A	<input type="checkbox"/> 進階高階級 Band B <input type="checkbox"/> 流利精通級 Band C
	寫作測驗 Writing	測驗等級 Test Level : <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 進階高階級 Band B <input type="checkbox"/> 流利精通級 Band C	
領取郵政匯票方式(二選一) Postal order refund method (select only one)	<input type="checkbox"/> 親自到華測會辦公室領取 Pick up at SC-TOP Offices. <input type="checkbox"/> 林口辦公室：新北市林口區仁愛路一段 2 號資訊與教學大樓 B 棟 7 樓 Linkou offices: 7F, Information and Academic Building, No. 2, Sec. 1, Ren-ai Rd., Lin-kou Dist., New Taipei City <input type="checkbox"/> 台北辦公室：臺北市大安區羅斯福路二段 101 巷 6 號 1 樓 Taipei offices: 1F, No.6, Ln. 101, Sec. 2, Roosevelt Rd., Da'an Dist., Taipei City <input type="checkbox"/> 郵局掛號寄送 Send through registered mail. 寄件地址： Mail address : <input type="text"/> - <input type="text"/>		
★若您無法親自收件，請填寫他人可代收地址和收件人姓名或是親自到華測會辦公室領取。 If you are unable to personally receive the refund through registered mail, please either provide the name and address of a designated recipient or pick up the refund in person at SC-TOP offices.			

請在此處黏貼「報名費繳費單」第二聯收據

Please paste the Payment Slip here.