

取消 TOCFL 考試注意事項（臺灣考區適用）

請詳閱下列 1-6 點，並請詳填下方表格內的資料：

1. 完成報名繳費後，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！）**
2. 申請期限：**報名截止日後 4 天內，超過期限恕不受理申請。**
3. 申請方式：
 - （1）請上華測會網站下載「取消 TOCFL 考試傳真表（臺灣考區適用）」。
 - （2）申請表格填妥後，請傳真至華測會。**FAX：02-2601-4181。**
 - （3）傳真後請電洽華測會考試推廣組 02-7714-8205 確認傳真是否成功。
4. 申請取消考試須收取手續費新台幣 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。
5. 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。
6. 填寫表格注意事項：
 - （1）申請表格請務必附上「華語文能力測驗報名費繳費單」第二聯收據，連同傳真表一起傳真至華測會。
 - （2）**申請時間逾期、申請資料有誤或不全者將不受理並以退件處理，恕不另行通知。**

Important Points about TOCFL Test Cancellation (Valid in Taiwan)

Please go over points 1–6 below and carefully fill out the following form:

1. If you cannot attend the test for personal reasons and have already completed your payment, you may both cancel your test registration and apply for a refund. **(The NT\$100 registration fee is a service fee and is not refundable. We apologize for any inconvenience this may cause.)**
2. Application deadline: **4 days after the end of the registration period. Applications for cancellation are not accepted after the deadline.**
3. Application method: **fax application.**
 - (1) Please go to the TOCFL website and download the "TOCFL Test Cancellation Fax Form (Valid in Taiwan)."
 - (2) After completing the application form, please fax it to us. **FAX：02-2601-4181.**
 - (3) After sending the fax, please contact us at **02-7714-8205** to make sure your fax was received.
4. Applications for cancellation must be charged with a fee of NT\$300. As such, **the refund amount equals the registration price subtracted by a service charge of NT\$300.** Full refund can be applied only under force majeure circumstances, the likes of which natural disasters occur, such as typhoons or earthquakes.
5. Refund method: TOCFL refunds are paid through "postal order". All refunds are sent through registered mail **one month after the date of the registered test.**
6. Important points regarding filling in the form:
 - (1) Please attach the second receipt of your "TOCFL Test Fee Payment Slip" to the application form and fax the entire form to the TOCFL office.
 - (2) **If you miss the deadline or if you provide mistaken or incomplete information, we will not accept your application, and your refund will not be processed. We apologize in advance for not responding in such a case.**

申請取消 TOCFL 考試傳真表(臺灣考區適用)

TOCFL Test Cancellation (Valid 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 Number		聯絡電話 Contact Telephone	
測驗日期 Test Date	年(Y) 月(M) 日(D)	測驗地點 Test Location	
測驗類別 Test Type <b style="color: red;">★請勾選要取消考試的測驗類別、等級 Please mark the level and band of the test to be cancelled	<input type="checkbox"/> 聽力測驗+閱讀測驗 TOCFL Listening + TOCFL Reading	測驗等級 Test Level	<input type="checkbox"/> 電腦化適性測驗 (CAT) <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"/> 口語測驗 TOCFL Speaking	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)
	<input type="checkbox"/> 寫作測驗 TOCFL 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) Select postal order refund method (select only one)	<input type="checkbox"/> 親自到華測會辦公室領取 Personally visit the TOCFL offices for pick up. <input type="checkbox"/> 郵局掛號寄送 Send through registered mail. 寄件地址： Recipient address: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>		
<p style="text-align: center;">★本會將以「郵政匯票」退費，一律於<u>原報考測驗日後一個月</u>以郵局掛號寄到您所填寫的地址，請務必填寫正確。若您無法親自收件，請填寫<u>他人可代收地址和收件人姓名</u>或是親自到華測會辦公室領取。</p> <p style="text-align: center;">TOCFL refunds are paid through "postal order". All refunds are sent through registered mail to the address specified <u>one month after the date of the registered test</u>. If you are unable to personally receive the mailed refund, please either write out <u>a designated recipient's address and name</u> or personally visit the TOCFL office.</p>			
<p>★請將「報名費繳費單」第二聯收據黏貼在這裡★</p> <p>★ Please paste the copy of <u>Payment Slip</u> here.★</p>			