



**從本院轉出學分及文憑通知**  
**NOTICE CONCERNING TRANSFERABILITY OF CREDITS**  
**AND CREDENTIALS EARNED AT OUR INSTITUTION**

學生在本院所獲有多少學分可轉學全視他/她希望轉入的學校之裁定。是否接受學生所獲得的證書或學位，亦全視他/她希望轉入的學校裁定。如果學生在本院所獲學分或學位不被他/她希望轉入的學校所接受，這位學生可能被要求在該校重讀部份或全部課程。因此學生本人應當確定他/她在該校上課將符合他/她受教育的目的，這包括在學生入學本院後可能將他/她的學分或學位轉入的學校在內。The transferability of credits a student earns at Truth Theological Seminary (TTS) is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma or certificate a student earns at TTS is also at the complete discretion of the institution to which he/she seeks to transfer. If the credits, degree, diploma or certificate that a student earns at this institution are not accepted at the institution to which he/she seeks to transfer the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should ascertain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending TTS to determine if his/her credits, degree, diploma or certificate will transfer.

**從外面轉入學分**  
**TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

申請人在其他有被認證的神學院所獲得的學分，可將部份轉入本院。可轉入學分因學位課程的不同而異。Applicants who have obtained credit from other accredited seminaries can transfer part of the credits to Truth Theological Seminary. Credits can be transferred depending on the degree program.

**退款條例**  
**REFUND PROVISIONS**

**學生入學同意書的取消 Cancellation of Student Enrollment Agreement**

學生必須親自或書面通知本院註冊處或用證明信件來申請取消同意書。在本院註冊處收到取消同意書申請後立即生效。註冊處將書面證明取消的有效日期。To cancel, the student must notify Truth Theological Seminary (TTS) with a written notice of cancellation to the Registrar office either in person or by certified mail. The cancellation takes effect when such notice is received. The Registrar will issue a confirmation with the effective cancellation date.

在此情形下學生將獲得所付學費的全部退款。然而\$50 申請費及註冊費 (至\$45) 不在此例。In such case, the student will receive a full refund of all tuition paid. However, the \$50 application fee and the registration fees (up to \$45) are non-refundable.

若學生向本院租借任何設備、圖書或其他資料，學生應在他取消同意書有效期的十天之內，將所借之物件以優良狀況退還本院。若學生沒有在這期間內將所借之物件以優良狀況退還本院，本院得以在退款中扣除有據的費用。在學生支付所借之物件的費用後，他可持有這些物件，本院將不再追究。If TTS has loaned to the student any equipment, books or other materials, the student shall return these on loan items to TTS in good condition within 10 calendar days following the effective date of cancellation. If the student fails to return such loaned items in good condition within the said period, TTS may deduct the documented costs for such items from the refund. Once the student has paid for the loaned items, the student may keep the paid items without further obligation.

**退選課程 Withdrawal from Course**

學生退款比例請看下列表。當以下任何一種情況發生時，學生得退選課程：The scale of refund schedule can be found in the chart below. Withdrawal from course takes place when any one of the following occurs:

1. 學生填寫申請表 (表格 105)，並親自或用掛號信遞交本院註冊主任親收。退課在註冊主任收到申請表後立即生效。When the student fills out a petition (Form 105) and submits the form to Truth Theological Seminary's Registrar in person or by certified mail. The withdrawal takes effect when the request is received.
2. 本院終止學生的學籍。When TTS terminates the student's enrollment.
3. 學生缺席三週，而又未通知負責點名者或作適當安排。在此情形之下，退課之日得視為缺席的第三天。When the student has failed to attend classes for a three-week period without notifying the attendance officer or making proper arrangements. In this case, the date of withdrawal shall be deemed to be the date of the third absence.
4. 學生轉學：本院所授予學位是被大多數在北美洲及東南亞國家之中國基督教神學院、聖經學院、神學院機構所承認。Transferability of students: Degrees conferred by TTS are recognized by most Chinese Christians operated theological seminaries, Bible seminaries, and theological institutes in North America and Southeast Asia countries.

當學生在學費許可退費期內從註冊的課程中退出時，該學生必須按照下列日期之十天內以優良狀況退還向本院所借之一切物件，包括為受教育目的所用之物件及應還而尚未退還之物件。When a student withdraws from an enrolled course during the period allowed for tuition refund, the student is obligated to return TTS the on loan items in good condition within 10 calendar days following the effective date and to pay only for educational services rendered and for the unreturned on loan items.

學生簽名 Initial:

## 退課準則 Guidelines

1. 本院將在有效退課／退學日期三十天之內給予學生退款。TTS will issue a refund to the student within 30 calendar days following the effective cancellation / withdrawal date.
2. 本院的政策是不退款給任何第三者付款者。It is the policy of TTS not to pay the refund to any third party payers.
3. 下列表可用來決定應退款金額：To determine the amount to be refunded, the following formulas will be applied:  
(退款應付金額 *The Amount To Be Refunded*) = (學生所支付總金額 *Total Amount The Student Paid*) - (A) - (B) - (C)  
(A) = 不退款項的總額 Total of applicable non-refundable fees  
(B) = 未退還所借物件的價格 Costs of unreturned on loan items  
(C) = (所退課程學費總額 Total tuition amount of the withdrawn course) / (課程總授課節數(小時) Total instruction hours of the course) \*  
(完成教學總時數 Total hours the instruction completed)

下列表說明一般課程的學費退款比例 The following table illustrates the tuition refund scale for regular courses:

時段的結束 Until the End of	第一週 1st Week	第二週 2nd Week	第三週 3rd Week	第四週 4th Week	第五週 5th Week	第六週 6th Week	第七週 7th Week
退款部分 Refund Portion	100%	90%	80%	70%	60%	50%	0%

下列表說明密集課程的學費退款比例 The following table illustrates the tuition refund scale for intensive courses:

時段的結束 Until the End of	第一天 1st Day	第二天 2nd Day	第三天 3rd Day	第三天之後 After the 3rd Day
退款部分 Refund Portion	100%	90%	50%	0%

有關其他密集課程的退款請接洽註冊主任辦公室。Please see the Registrar's Office for refunds of other intensive courses.

4. 在上列計算後，若應退款項是負數，則表示學生尚欠款項。本院會計部將通知該學生應付數額，並對於付款該做之準備。When the amount to be refund is a negative figure after the above calculation, the figure is the amount the student owes TTS. The Accounting Office will notify the student for such amount due and set arrangement to pay off.
5. 向本院付清學生該付之任何款項是學生的責任。It is the student's obligation to pay off any amounts due TTS.

學生簽名 Initial: