



弘光科技大學華語文中心 學生手冊

Hungkuang University Chinese Language Center
Student Handbook

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本手冊所載資訊如有更新，請以各相關網站之最新公告為準。

If any information in this handbook is updated, please refer to the latest announcements on the relevant websites.

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一、關於弘光科技大學

About Hungkuang University (HKU)

本校於 1967 年創辦，係一所具醫護品牌優勢的科技大學，秉持「以人為本、關懷生命」的教育理念，著重專業技能訓練與人文素養薰陶。為落實政府推廣對外華語文教育，增進國際間之文化交流，本校於 2021 年設置華語文中心，推廣華語文教育，提供本校國際學生及外籍人士華語學習課程，為日後在臺進修、工作或生活溝通奠定基礎，進而宣揚中華文化，增進國際交流。

Founded in 1967, Hungkuang University is a university of science and technology renowned for its strengths in healthcare education. Guided by the educational philosophy of “Begin from oneself, extend benevolence to all,” the University emphasizes both professional skills training and humanistic development. In alignment with the government’s initiative to promote Chinese language education internationally and to enhance cross-cultural exchange, Hungkuang University established the Chinese Language Center in 2021. The Center offers Chinese language programs for international students and foreign nationals, providing a solid linguistic foundation for academic study, employment, and daily life in Taiwan, while fostering international cultural exchange.



二、校園地圖

Campus Map

弘光科技大學 校區平面圖



A 行政大樓
Administration Building

B 教學大樓
Instructional Building

I 教學大樓
Instructional Building

P 綜合教學大樓
Multi-purpose Instructional Building

E 護理大樓
Nursing Building

G 圖書資訊大樓
Library and Information Building

D 食品科技大樓
Food Science and Technology Building

F 食品技藝大樓
Culinary arts Building

L 生活應用大樓
Arts, Humanities and Management Building

M 教學大樓
Instructional Building

N 研究大樓
Research Building

Q 學生宿舍
Student Dormitory

H 毓麟館
Yu-Lin Hall

J 智慧科技大樓
Intelligent Technology Building

K 體育館
Gym

O 健身中心
Physical Fitness Center

Y 學生宿舍
Student Dormitory

校園環境

Campus Environment



Welcome to
HKU





書店 Bookstore



便利商店 Convenience store



校園美食 Campus Dining

弘光科技大學 P 棟 美食街櫃位 Food Court			
1st Floor			
<p>1F A01</p> <p>長虹自助餐</p> <p>自助餐/素食自助餐</p> <p>營業時間: 10:30-13:30 16:00-18:30</p> <p>校內分機: 7169</p> <p>預購專線: 0912-679943</p>	<p>1F A02</p> <p>活力湯包</p> <p>湯包/蒸餃/肉粽 肉包/飲料</p> <p>營業時間: 08:00-13:00</p> <p>校內分機: 7168</p> <p>預購專線: 0967-058675</p>	<p>1F A03</p> <p>異國料理</p> <p>牛肉河粉/法國麵包 涼拌木瓜</p> <p>營業時間: 10:00-19:00</p> <p>校內分機: 7167</p> <p>預購專線: 0960-050826</p>	<p>1F A04</p> <p>川福美食</p> <p>酸辣粉/螺絲粉/麵食</p> <p>營業時間: 10:00-18:00</p> <p>校內分機: 7166</p> <p>預購專線: 0905-938377</p>
2nd Floor			
<p>2F B01</p> <p>活力早餐</p> <p>吐司/漢堡/飲料 蛋餅/鐵板麵</p> <p>營業時間: 07:00-13:00</p> <p>校內分機: 7177</p> <p>預購專線: 0982-059247</p>	<p>2F B02</p> <p>樂亭輕食</p> <p>新鮮蔬果/蛋白質 沙拉自由配</p> <p>營業時間: 10:30-13:30 16:30-18:30</p> <p>預購專線: 7176</p>	<p>2F B03</p> <p>蔬香館</p> <p>飯捲/快餐/鍋燒/湯品 炒泡麵/燻雞/甜品</p> <p>營業時間: 10:00-19:30</p> <p>校內分機: 7175</p> <p>預購專線: 0921-942633</p>	<p>2F B04</p> <p>有這間</p> <p>炒飯/炒麵/酸辣麵/湯 /快餐</p> <p>營業時間: 11:00-19:00</p> <p>校內分機: 7174</p> <p>預購專線: 0958-583380</p>
<p>2F B05</p> <p>和風館</p> <p>快餐/鍋燒麵 燻雞/蛋包飯</p> <p>營業時間: 10:00-19:30</p> <p>校內分機: 7173</p> <p>預購專線: 0919-655330 0919-622385</p>	<p>2F B06</p> <p>香草洋食館</p> <p>焗烤飯麵/ 義式料理/燻雞</p> <p>營業時間: 10:00-19:00</p> <p>校內分機: 7172</p> <p>預購專線: 0982-162941</p>	<p>2F B07</p> <p>雪克飲料</p> <p>冷熱飲/水果切盤/ 現打果汁</p> <p>營業時間: 10:00-19:00</p> <p>校內分機: 7171</p> <p>預購專線: 0933-432604</p>	<p>2F B08</p> <p>湯才滷味</p> <p>各式滷味</p> <p>營業時間: W1-W3: 11:00-19:30 W4-W5: 11:00-19:00</p> <p>校內分機: 7170</p>

最後點餐時間為營業結束前 30 分鐘

三、來臺前的準備

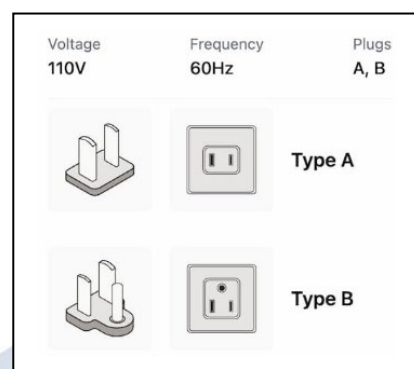
Preparation Before Coming to Taiwan

(一) 必備文件 Required Documents

1. 護照及影本 Passport and one photocopy
2. 簽證 Valid visa
3. 學歷驗證文件（準備申請大學者） Verified academic documents (for those planning to apply to universities in the future)
4. 證件照片二吋3張 ID photos: 2-inch photo X3
5. 學校錄取通知書 Admission letter
6. 告知預計抵臺日期 Inform us of your expected arrival date in Taiwan

(二) 個人物品準備 Personal Belongings

1. 四季衣物類 Seasonal clothing
2. 個人必須藥品 Personal medications
3. 個人電腦 Laptop
4. 充電器 Electronic device chargers
 - ◆ 臺灣的插頭與電壓 Plugs and Voltage in Taiwan
 - 電壓 Voltage : 110V、 60Hz
 - 插座：兩扁一圓 Type A/B（三孔）和兩扁的 Type A（兩孔）
5. 盥洗用品 Daily necessities
6. 學費、生活費 Tuition, Living expenses
7. 臺幣現金（搭車、醫療保險費用...）New Taiwan Dollar Cash (for transportation, medical insurance fees...).



(三) 入境 Upon Arrival

1. 買電話卡：在機場購買電話卡，並與華語文中心行政人員保持聯繫。
Purchase a SIM card at the airport stay in contact with the staff of Chinese Language Center.

2. 如何抵達弘光科技大學 How to get to Hungkuang University

✚ 從臺中國際機場 From Taichung International Airport

方案一：搭乘公車302路 (最推薦)

Option 1: Take Bus Route 302 (Highly Recommended)

➤ 搭乘地點：在【臺中國際機場】站牌搭乘。

Boarding location: Taichung International Airport Bus Stop

➤ 搭乘路線：搭乘臺中市公車302路。

Bus route: Taichung City Bus Route 302

➤ 下車地點：在「弘光科技大學」站下車。

Drop-off location: Hungkuang University Bus Stop

🔔 小提醒 Notes：

• 公車路線和到站時間可利用臺中市公車APP或相關網站查詢。

It is recommended to check real-time bus routes and arrival times using the

Taichung City Bus app or related websites before traveling



Bus+ App



方案二：計程車/共乘

Option 2: Taxi / Ride-Sharing Services

可使用Uber等平台預約，價格透明，但費用較高。車程約15–20分鐘，實際時間視交通狀況而定。

You may use ride-sharing services such as Uber, which offer transparent pricing but are generally more expensive. The ride takes approximately 15–20 minutes, depending on traffic conditions.

✚ 從桃園國際機場 From Taoyuan International Airport

方案一：搭乘客運

Option 1: By Coach

桃園國際機場→客運→臺中朝馬站或臺中車站。

Taoyuan International Airport → Intercity Coach Bus → Taichung Chaoma Station or Taichung Railway Station

- 在臺中火車站：搭乘市區公車 300、309、310 號或往大甲、清水、梧棲的班車。

from Taichung Railway Station: Take city buses Routes 300, 309, or 310, or buses heading toward Dajia, Qingshui, or Wuqi

- 在朝馬站：轉搭往大甲、清水、梧棲的巨業客運。

from Chaoma Bus Station: Transfer to Geya Bus services bound for Dajia, Qingshui, or Wuqi

方案二：搭乘火車

Option 2: By Train

桃園國際機場→捷運機場線→臺北車站→臺鐵→臺中火車站或沙鹿火車站。

Taoyuan International Airport → Airport MRT → Taipei Main Station → Taiwan Railways (TRA) → Taichung Railway Station or Shalu Railway Station

- 在臺中火車站：搭乘市區公車 300、309、310 號或往大甲、清水、梧棲的班車。

from Taichung Railway Station: Take city buses Routes 300, 309, or 310, or buses toward Dajia, Qingshui, or Wuqi

- 在沙鹿火車站：至巨業客運沙鹿總站，搭往臺中的班車。

Shalu Railway Station: Go to Geya Shalu Bus Station and take buses toward Taichung.

方案三：搭乘高鐵

Option 3: By Taiwan High Speed Rail (THSR)

桃園國際機場→捷運機場線→桃園高鐵站→高鐵臺中站。

Taoyuan International Airport → Airport MRT → Taoyuan HSR Station → High Speed Rail → Taichung HSR Station

- 在高鐵臺中站：轉乘和欣客運 161 號到臺中榮總(東海大學站)，再轉乘市區公車 (300~310號)。

Taichung HSR Station: Take Ho-Hsin Bus Route 161 to Taichung Veterans General Hospital (Tunghai University Bus Stop and transfer to city buses Routes 300–310

方案四：計程車/共乘

Option 3: Taxi / Ride-Sharing Services

可使用 Uber 等平台預約，價格透明，但費用較高。

You may use ride-sharing services such as Uber, which offer transparent pricing but are generally more expensive.

(四) 交通安全注意事項 Traffic Safety Precautions

1. 台灣騎乘機車或是駕駛汽車相關證件辦理，請參考臺灣內政部移民署「外國人在臺生活諮詢服務網」

For information on obtaining the required licenses or permits to ride a motorcycle or drive a car in Taiwan, please refer to the National Immigration Agency's *Information for Foreigners in Taiwan* website:

<https://www.immigration.gov.tw/5385/7445/7910/>

<https://www.immigration.gov.tw/>



移民署

National Immigration Agency



外國人在臺生活諮詢服務網

Information for Foreigners in Taiwan
(Chinese)



外國人在臺生活諮詢服務網

Information for Foreigners in Taiwan
(English)

2. 在臺騎乘機車需戴安全帽、行照及駕照，並遵守台灣交通規則。

Wearing a helmet is mandatory when riding a motorcycle. Riders must carry their vehicle registration and driver's license at all times and comply with Taiwan's traffic regulations.

3. 在校區騎乘機車需確實遵守校方規定，宿舍區內禁止停放車輛。

When riding a motorcycle on campus, riders must strictly follow university regulations. Parking is prohibited in dormitory areas.

四、報到與修課規定

Check-in and Course Enrollment Regulations

(一) 新生報到 New Student Registration

1. 請至本中心註冊，並攜帶以下證件：

Please come to the Center for registration with the following documents:

- 護照 Passport
- 入學通知書 Admission Letter

2. 報到地點 Location

弘光科技大學國際專修部 華語文中心

臺中市沙鹿區臺灣大道六段1018號Q棟Q113室

**Chinese Language Center of International Foundation Program,
Hungkuang University**

Room Q113, Building Q,

1018, Section 6, Taiwan Boulevard, Shalu District,

Taichung City 433304, Taiwan (R.O.C.)

3. 所有費用須於註冊時一次繳清，本中心不接受分期付款。費用繳交僅限新臺幣現金。

All fees must be paid in full at the time of registration. The Center does not accept installment payments. Payment must be made in New Taiwan Dollars (NT\$) in cash only.

教學環境與設施 Instructional Environment and Facilities



(二) 華語文課程資訊與費用 Our Programs and Tuition

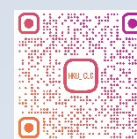
華語文課程 Chinese Language Programs		課程時間 Class Time	學員人數 No. of Students	學費 Tuition
密集班 Intensive Program	春、夏、秋季班 Spring/ Summer/ Fall (11-12 weeks)	週一至週五 每天 3 小時 每週 15 小時 Monday To Friday 3 hrs/per day 15 hrs/per week	6-14	NTD 25,300~27,600
	冬季班 Winter (10 weeks)			NTD 23,000
小班課程 Tutorial Program (30 hours)	一對一 One on One	視學員需求 Flexible	1-5	NTD 22,500
	2 人/ 2 members			NTD 12,500
	3 人/ 3 members			NTD 8,500
	4 人/ 4 members			NTD 7,500
	5 人/ 5 members			NTD 6,500
客製化課程 Customized Program (30 hours or above)		<p>我們提供師資外派企業單位華語訓練課程、客製化短期課程、中級與進階商務華語課程、技職特色華語、文化遊學團、各類線上課程等，歡迎來電、來信或透過官方 LINE 與我們聯絡！</p> <p>We offer Chinese training programs with dispatched instructors to organizations, customized short-term courses, intermediate to advanced business Chinese programs, vocational Chinese with industry-specific features, cultural study tours and online-programs. Feel free to contact us through calls, emails or our official LINE for more details!</p>		



E-mail



Line



IG

🔔 備註 / Notes :

- 學費不包含報名費、書籍費、保險費等等。

Tuition does not include application fee, textbook fees, insurance, etc.

- 每堂課包含50分鐘上課時間及10分鐘休息時間。

Each class includes 50 minutes of instruction and a 10-minute break.

- 如遇國定假日、或政府（行政院人事行政總處）宣布停班停課時，一律不上課，不補課。

There is no classes on national holidays or when class suspension is announced by the government. No make-up classes will be provided.

(三) 華語文課程規劃 Class Levels and Learning Objectives

課程級別 Level	等級對照 CEFR /ACTFL Equivalent	課程介紹 Description	適合對象 Suitable for
入門級 Beginner	A1 Novice Low Novice High	學習者將學習華語基本發音、基礎漢字，與個人生活密切相關的對話，進一步能以簡單的句子介紹自己、與人進行對話及簡單討論。 Learners will acquire basic Chinese pronunciation, fundamental characters, and essential daily conversations related to personal life. Learners will be able to introduce themselves, engage in dialogues, and participate in simple discussions using basic sentences.	適合零基礎學習者。 Beginners
基礎級 Elementary	A2 Intermediate Low Intermediate Mid	學習者將在所學基礎上，學習初級語法與周遭場域相關的簡短對話與指示，能用簡短、結構化的句子描述個人背景和日常活動，表達簡單的需求和偏好。 Learners will study elementary grammar and short dialogues related to their surroundings. Learners will be able to describe their personal background and daily activities with short but structured sentences, as well as express simple needs and preferences.	適合通過 TOCFL A1 或學習中文 270 小時以上之學習者。 Learners who have passed TOCFL A1 or have studied Chinese for 270 hours or above

課程級別 Level	等級對照 CEFR /ACTFL Equivalent	課程介紹 Description	適合對象 Suitable for
中級 (一)、(二) Intermediate I & II	B1 Intermediate High	學習者將開始學習書面語的句型、字義辨析及不同主題的中篇文本，能表達對熟悉話題的觀點，描述過去的經歷，並討論未來的計畫。 Learners will begin studying written sentence structures, word meaning distinctions, and mid-length texts on various topics. Learners will be able to express opinions on familiar topics, describe past experiences, and discuss future plans.	適合通過 TOCFL A2 或學習中文 450 小時以上之學習者。 Learners who have passed TOCFL A2 or have studied Chinese for 450 hours or above
進階級 (一)、(二) Advanced I & II	B2 Advanced Low Advanced High	學習者將學習多樣議題的長篇文本，進行詞句、語法、篇章架構的整合，以提升表達內容的深度與廣度。 Learners will explore longer texts on diverse subjects, integrating vocabulary, grammar, and discourse structures to enhance both the depth and breadth of their language expression.	適合通過 TOCFL B1 或學習中文 800 小時以上之學習者。 Learners who have passed TOCFL B1 or have studied Chinese for 800 hours or above
高級 (一)、(二) Superior I & II	C1 Superior	學習者將學習不同文體的長篇文本，搭配專題討論，訓練以書面語及結構完整的篇章表達觀點。 Learners will study extended texts in different writing styles, engaging in thematic discussions to develop the ability to express ideas clearly in formal writing with well-structured content.	適合通過 TOCFL B2 或學習中文 1,200 小時以上之學習者。 Learners who have passed TOCFL B2 or have studied Chinese for 1,200 hours or above

(四) 上課須知 Class Regulations

1. 上課時間：每節課五十分鐘，兩節課之間休息十分鐘。
Each class is 50 minutes long, with a 10-minute break between classes.
2. 老師每節課進行線上點名。
Teachers will check students' attendance for every class session.
3. 遲到：學生上課遲到逾二十分鐘者，該節以缺課論。任課老師如遲到，應另行安排補課。
Students who arrive more than 20 minutes late to class will be considered absent for that class session. If the teacher arrives late, a make-up class will be arranged accordingly.
4. 假日：本中心之放假日係依據行政院人事行政總處及本校公告之行事曆安排。
Holidays: The Center's holidays are scheduled in accordance with the calendars announced by the Directorate-General of Personnel Administration, Executive Yuan, and Hungkuang University.



行政院人事行政總處
the Directorate-General of Personnel
Administration, Executive Yuan



弘光科技大學
HKU

5. 停課：若遇颱風、地震、或其他災害等人力無法控制之事件時，本中心將依據政府指示停課。
Class Suspension: In the event of typhoons, earthquakes, or other uncontrollable disasters, classes will be suspended in accordance with government directives.
6. 按中華民國勞動部「勞動力發展署」之規定，華語生須修習華語課程滿六個月以上方得申請工作證。未經許可而非法打工者，經查獲將立刻通知主管單位取消其簽證資格。
According to regulations of the Workforce Development Agency, Ministry of Labor, students must study Chinese for at least six months before becoming eligible to apply for a work permit. Any student found working illegally without authorization will have their visa status revoked and reported to the relevant authorities.

7. 學員之學籍如有任何變更，如：未報到、退學、退費等，本中心將知會相關單位。

The Chinese Language Center will notify the relevant authorities of any changes in a student's enrollment status, such as failure to register, withdrawal, or expulsion.

8. 學生因個人因素無法前來上課者，請務必告知中心及授課老師，且不得要求老師個別補課或至別的班級補課。

Students who are unable to attend classes due to personal reasons must notify both the Center and the instructor in advance. Requests for individual make-up classes or attending other classes as substitutes are not permitted.

9. 課程主要以中文教學，學生不得要求老師以中文以外的語言授課。

Lessons are conducted primarily in Chinese. Students may not request instruction in languages other than Chinese.

10. 學生上課時間應調整手機為靜音，以維持良好的學習氣氛。

Mobile phones should be set to silent mode during class to maintain a positive learning environment.

11. 上課時未經老師同意，請勿拍照或錄影。

Photography, audio recording, or video recording during class is not permitted without the teachers' prior consent.

12. 如有任何學習適應等問題，得隨時向行政人員反應。

If students experience any learning or adjustment issues, please feel free to contact administrative staff for assistance at any time.

(五) 請假與缺席 Taking Leaves and Absence

1. 學生如因事無法出席，請務必事先上網填寫「請假單」。如當天臨時無法出席，請先通知中心及任課老師，再補填請假單。

If a student is unable to attend class for any reason, they must complete the online leave request form in advance. If the absence occurs unexpectedly on the same day, the student must notify the Center and the course teacher as soon as possible, and submit the leave form afterward.



<https://forms.gle/5vQPRzxwmfTMK8wW9>

請假單

Leave request form

2. 學生上課遲到逾二十分鐘者，該節以缺課論。

Students who arrive more than 20 minutes late to class will be considered absent for that class session.

3. 所有請假時數亦列入缺課時數，並紀錄於在學暨修讀時數證明書上；因缺課時數問題而導致無法延長簽證或辦理居留證，學生須自行負責。

All the leave hours are counted as absence hours and will be recorded on the Certificate of Enrollment and Study Hours. If excessive absences result in the inability to extend a visa or apply for an alien resident certificate (ARC), students shall bear full responsibility for the consequences.

4. 學生缺課總時數（含請假）不得超過全學期課程時數的25%。超過規定者，不發結業證書，僅提供出席證明。

Total absences, including approved leaves, must not exceed 25% of the total class hours for the term. Students who exceed this limit will not be issued a Certificate of Study and will only receive a proof of attendance.

5. 領有獎學金之學生，若單月缺課時數（含請假）超過十二小時，導致獎學金依規定被停發者，相關責任請自行負擔。

Scholarship recipients whose monthly absences, including approved leaves, exceed 12 hours and consequently result in the suspension of their scholarship shall bear full responsibility.

(六) 成績與結業證書 Grades & Certificate of Study

1. 學員修業期滿且學期總成績70分以上者，由本中心發給成績暨結業證書。
Students who complete the program with passing grade of 70 or above will be issued a Certificate of Study.
2. 成績暨結業證書將載明學生姓名、修業期間、時數及學期總成績，但不授予學分。
The Certificate of Study will include the student's name, period of study, total study hours, and final grade, but it does not confer academic credits.
3. 若學員學期總成績低於70分，須參加補考；未參加補考或補考成績未達60分者，或缺席總時數（含請假）超過規定者，則不予發給結業證書。
If a student's final grade is below 70, they have to take a make-up test. Students who do not take the make-up test, fail to achieve a score of 60 or above, or whose total absences including approved leave exceed the limit, will not be issued a Certificate of Study.
4. 成績暨結業證書如需郵寄至國外，請繳交新臺幣 200 元郵資。本中心將於文件備妥後，統一以航空掛號方式寄出。
If students wish to have their Certificate of Study mailed overseas, a postage fee of NTD 200 will apply. Once the certificate is ready, it will be sent via registered airmail.

(七) 續讀及升降級規定 Next Term Registration and Class Level

Arrangement

1. 辦理續讀 Next Term Registration

續讀調查於每季期末進行，欲續讀之學員無須重複報名，只需在規定期限內填寫線上意願調查表，並繳清學費即可。

The registration survey for the next term is conducted at the end of each term. Students who wish to continue do not need to reapply; they only need to complete the intent survey form and pay the tuition fee within the deadline.

2. 學生若涉及下列任何情況，本中心得視實際情況要求學生重修或降級。

If a student falls under any of the following circumstances, the Center may require them to retake courses or be placed in a lower level.

(1) 該次學期總成績未達 70 分且補考成績未達 60 分者，須重修。

Students whose final grade of the term is below 70 and the make-up exam score is below 60 are required to retake the course.

(2) 連續兩學期總成績未達 70 分者，須重修或降級；修課等級依分級考試結果決定。

Students whose final grade for two consecutive semesters is below 70 are required to retake the course or be placed in a lower level. The level will be determined based on the results of the placement test.

3. 跳級規定 Advancement to a Higher Level

想跳級學習者須參加分級考試，分數達80分則可跳級。

Students who wish to advance to a higher level must take the placement test. Those whose score 80 or above may advance to the higher-level course.

4. 不予續讀 Ineligibility for Continuation

本中心可根據學生缺課總時數及學習狀況等，決定是否不同意其續讀申請。

The Center may decide to deny a student's application for continued enrollment based on total absences, academic performance, and other relevant factors.

(八) 退學規定 Discontinuance of Studying Policy

學生有下列任一行為者，本中心得勒令退學，並通知內政部移民署，且有權拒絕該生下一期之申請。

If a student engages in any of the following misconducts, the Center reserves the right to discontinue the study, revoke the student status, notify the National Immigration Agency and reject the application for the next term.

1. 侮辱、謾罵或以其他方式貶抑他人者。
Verbal abuse, insults, or other acts that demean or humiliate others.
2. 蓄意傷人者。
Intentional physical assault against others.
3. 故意破壞公物者。
Intentional damage to public property.
4. 因個人行為影響課程正常進行或危害校園安全者。
Disruption of class operations or endangerment of campus safety due to personal misconduct.
5. 從事非法打工或未經許可之工作行為者。
Engaging in illegal employment or undertaking work without proper authorization.
6. 假冒身分、偽造、變造文書或證件供任何用途者(經事後查證屬實者亦同)。
Impersonation, forgery, or alteration of documents or identification for any purpose, including cases confirmed upon subsequent verification.
7. 其他經認定違反中華民國(臺灣)法律或本校相關規定之行為者。
Any other acts determined to violate the laws of the Republic of China (Taiwan) or the relevant regulations of HKU.

(九) 退費 Refund Policy

- 退費係依據教育部「專科以上學校推廣教育實施辦法」第17條第2項辦理。
Refund policy is made in accordance to Article 17 Paragraph 2 in 專科以上學校推廣教育實施辦法 published by Ministry of Education R.O.C.

➤ 退費標準 Refund Standards

申請退費時間 Application Time	退費比例 Refund Percentage
課程開始前 Before the course begins	90%
課程進行 1/3 前 Before 1/3 of the course is completed	50%
課程進行 1/3 後 After 1/3 of the course is completed	不予退費 No refund



- 若招生不足或其他非歸咎於學員之事由而無法開課，將無息退還已繳費用。
If the class is canceled due to low enrollment or other reasons beyond the students' control, all paid fees will be refunded without interest.
- 除上述原因導致無法開課之班別外，報名費概不退還或保留。
Except for the situation mentioned above, the application fee is non-refundable and non-transferable.
- 申請退費之學員須於截止日當日16:00前，攜帶下列文件親自至華語文中心辦公室辦理。
Refund applications must be submitted in person to the Center by 16:00 on the deadline date with the required documents.
- 申請退費所需文件 Refund application documents
 - 退費申請書 Application form
 - 繳費證明（收據）正本 The original receipt
 - 身分證、護照或居留證影本 The Photocopy of ID card, passport, or ARC
 - 本人存摺封面影本（帳號及分行名稱須清晰）
Photocopy of the cover page of the applicant's bankbook, showing account number and branch name clearly

⚠備註：退費作業時間約 2~3 週。

Note: The refund process takes about two to three weeks.

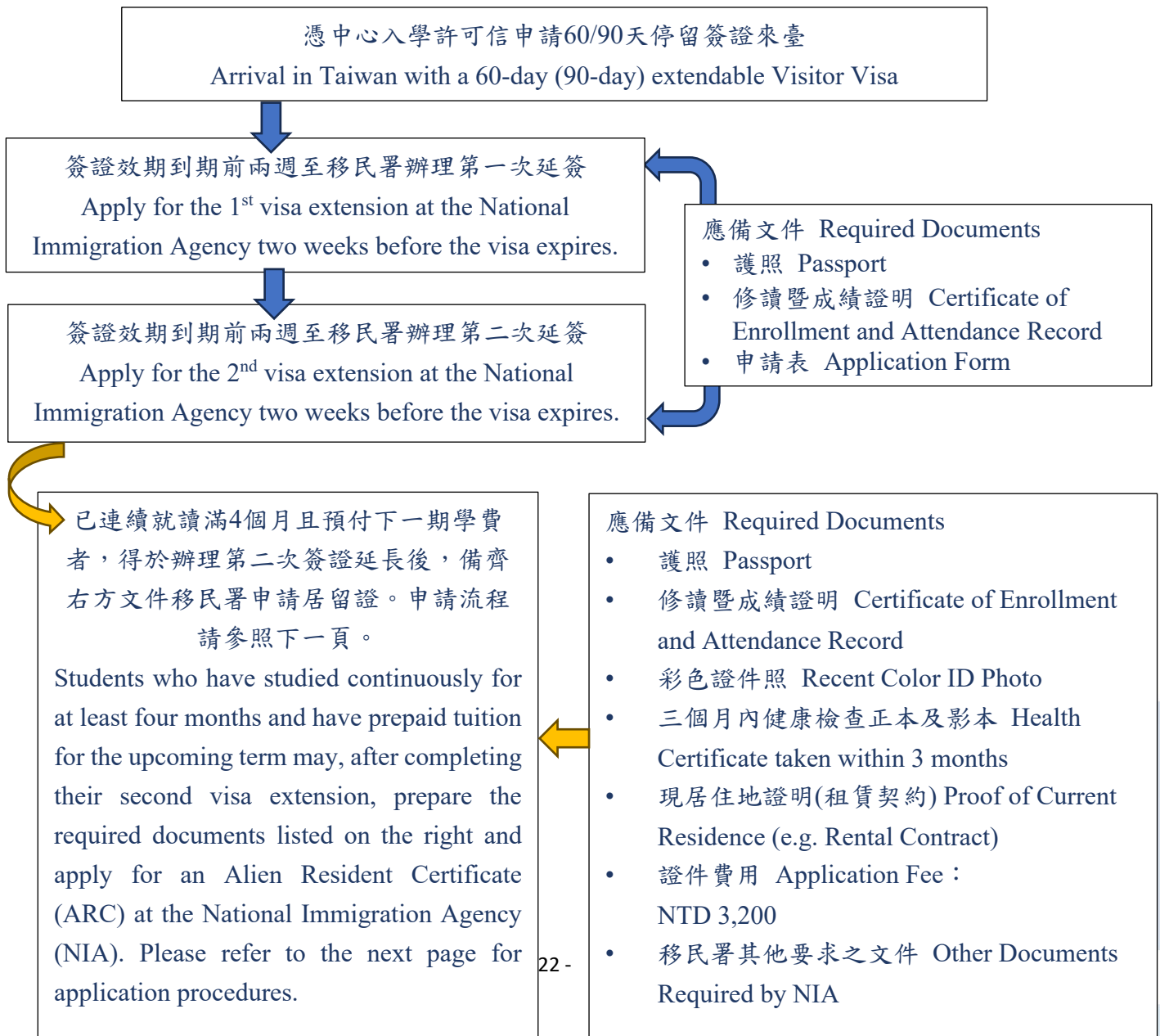
五、在臺生活

Living in Taiwan

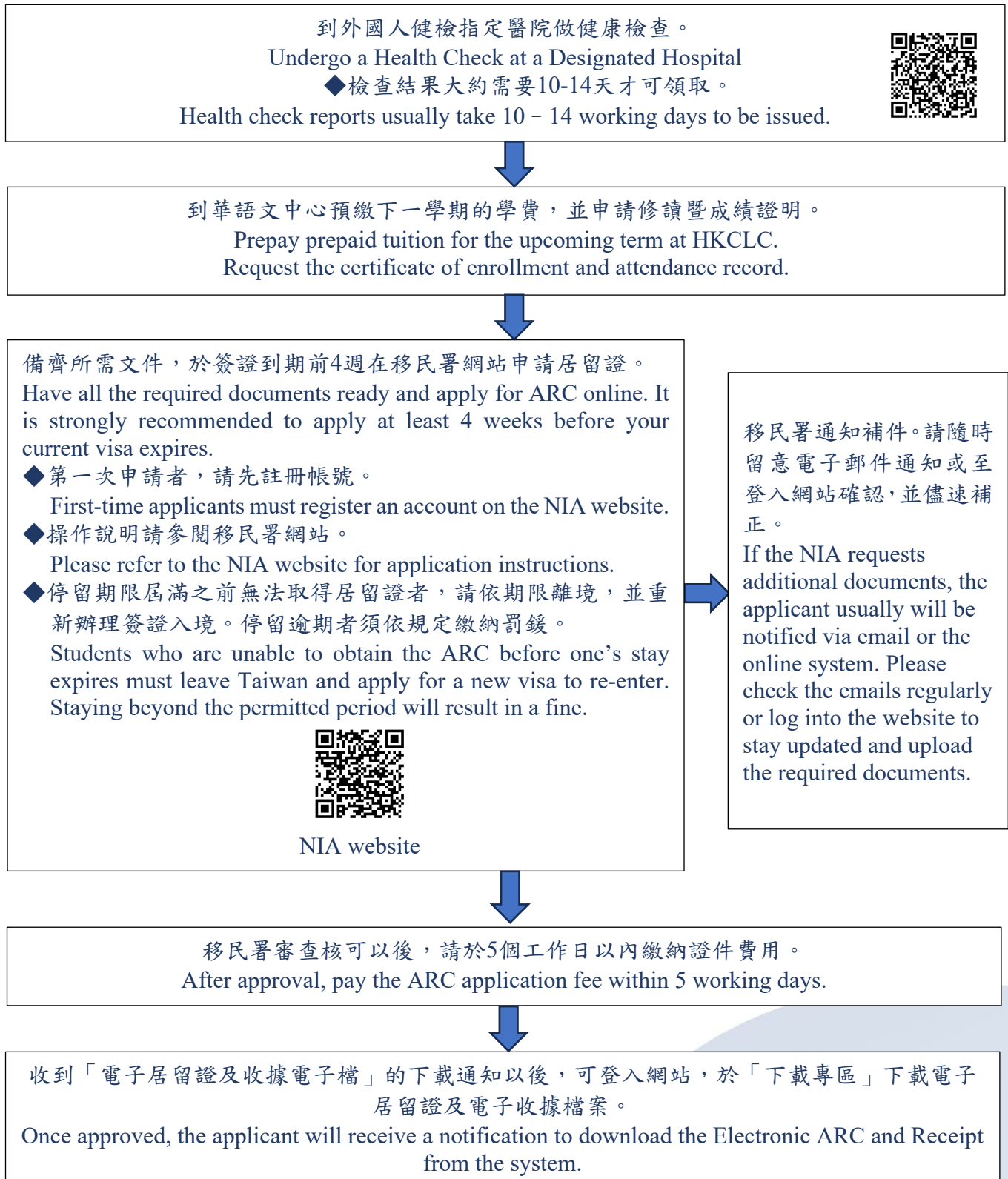
(一) 簽證延長與申請居留證 Visa Extension and Alien Resident Certificate Application

1. 申請簽證延長 Process of Visa Extension

學員需自行注意簽證到期日期 (Please pay attention to the visa expiration date)



2. 居留證申請流程 Alien Resident Certificate (ARC) Application



內政部入出國及移民署

National Immigration Agency

<http://www.immigration.gov.tw/>



內政部入出國及移民署 —

臺中市第一服務站

Taichung City First Service Center

地址 Address :

臺中市南屯區文心南三路 22 號 1 樓
1F., No.22, Wenxin S. 3rd Rd., Nantun Dist.,
Taichung City 408024, Taiwan (R.O.C.)

電話 Phone : 04-2472-5103

傳真 FAX : 04-2472-5017

櫃檯受理服務時間 Service Hour :

週一至週五 08:00-17:00，中午不休息。

週三延至 19:00 (採預約制)。

Mon. ~ Fri. 08:00 ~ 17:00 (no lunch break)

內政部入出國及移民署 —

臺中市第二服務站

Taichung City Second Service Center

地址 Address :

臺中市豐原區中山路 280 號
No.280, Zhongshan Rd., Fengyuan Dist.,
Taichung City 420010, Taiwan (R.O.C.)

電話 Phone : 04-2526-9777

傳真 FAX : 04-25268551

櫃檯受理服務時間 Service Hour :

週一至週五 08:00-17:00，中午不休息。

Mon. ~ Fri. 08:00 ~ 17:00 (no lunch break)

外交部中部辦事處

Central Taiwan Office, Ministry of Foreign Affairs

<http://www.boca.gov.tw/>



地址 Address :

40873 臺中市南屯區黎明路 2 段 503 號 1 樓
No. 503, Section 2, Liming Rd, Taichung City 408205, Taiwan (R.O.C)

總機 Phone : 04-2251-0799

傳真 FAX : 04-2251-0700

服務時間 Service Hour :

週一至週五 08:00-17:00，中午不休息。

申辦護照櫃台每週三辦公時間至 20:00

Mon. ~ Fri. 08:00 ~ 17:00 (no lunch break)

服務信箱 E-mail : taichung@boca.gov.tw

臺中外國人健檢指定醫院

Designated hospitals for health checkups for foreigners in Taichung

<p>光田醫療社團法人光田綜合醫院 (沙鹿總院) Kuang Tien Medical Foundation Kuang Tien General Hospital (Shalu Main Branch)</p>	<p>地址 Address : 433 臺中市沙鹿區沙田路 117 號 117, Shatian Road Shalu District, Taichung City 433 電話 Phone : 04-2662-5111</p>
<p>臺中榮民總醫院 Taichung Veterans General Hospital</p>	<p>地址 Address : 407 臺中市西屯區臺灣大道四段 1650 號 1650, Taiwan Boulevard Sect. 4, Taichung City 407 電話 Phone : 04-2359-2525</p>
<p>童綜合醫院 (梧棲院區) Tung's Taichung MetroHarbor Hospital (Wuqi Branch)</p>	<p>地址 Address : 435 臺中區梧棲區台灣大道八段 699 號 B2 B2, No. 699, Section 8, Taiwan Boulevard, Wuqi District, Taichung City 435 電話 Phone : 04-2656-9885</p>
<p>中國醫藥大學附設醫院 China Medical University Hospital</p>	<p>地址 Address : 404 臺中區北區育德路 2 號 2, Yude Rd., North Dist., Taichung City 404 電話 Phone : 04-2205-2121</p>
<p>仁愛綜合醫院 (大里院區) Jen-Ai Hospital (Dali Branch)</p>	<p>地址 Address : 412 臺中市大里區東榮路 483 號 483, Dongrong Road, Dali District, Taichung City 412) 電話 Phone : 04-2481-9900 ext. 11422</p>

(二) 如何申請工作許可證 How to Apply the Work Permit

1. 申請資格 Qualification of Application

(1) 連續就讀華語文中心滿六個月

Students who has studied in the Chinese language center continuously for six months

(2) 持有研習中文的居留證

And holding an ARC for studying Chinese

(3) 近三個月單一月份缺課不得超過 12 小時，且學期總成績不得低於 75 分

Absence hours in a single month of the past three months shall not exceed 12 hours and the final grade shall not be lower than 75.

2. 應備文件（請掃描成 PDF 檔案） Required documents (Scan as PDF file)

(1) 護照 Passport

(2) 學生證 Student ID card

(3) 居留證 ARC

(4) 修讀暨成績證明 Certificate of Enrollment and Attendance Record

(5) 郵局劃撥收據（ATM 繳費者可免） Post office payment receipt (not required if payment was made via ATM)

3. 網路申請 Online application

勞動部勞動力發展署外國專業人員工作許可申辦網

EZ Work Permit at Workforce Development Agency

Work Permit for Foreign Professional Worker

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>



申請說明 Application Guidelines

[https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=RunAction
&_action=file00/file00_lp.xml](https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=RunAction&_action=file00/file00_lp.xml)



4. 申請流程 Application process

根據申請說明，自行於“外國專業人員工作許可申辦網”申請。
Follow the application guidelines to apply at the website of
“EZ Work Permit at Workforce Development Agency”.



根據申請說明繳交費用。

Follow the application guidelines to pay the process fee.

https://ezwp.wda.gov.tw/wcfonline/wSite/download/std20230311_060101.pdf



當系統顯示審核中，表示學校初審通過，須等待勞動部審核五個工作天。
When the system shows "under review", the applicant has passed the preliminary review and has to wait for another five working days for the Ministry of Labor to review.



收到勞動部申請成功通知信之後，請等待學校電郵通知再到辦公室領取。
After receiving the notification letter regarding the issuance of the work permit from the Workforce Development Agency, please **wait for a follow-up email from HKCLC**. You may then collect the work permit at our office.

(三) 醫療資訊 Medical Service

1. 校醫

本校週一跟週三下午 1 點到 3 點學校提供校醫看診諮詢免費服務，處方藥物每次需自費 100 元。

HKU offers free on-campus medical consultation services on Mondays and Wednesdays from 1:00 PM to 3:00 PM during the semester. These services are provided by the campus physician. NTD 100 is charged for prescription medication per visit.

📍 地點：D 棟 D107 室（寒假、暑假、例假日，服務暫停）。

Location: Room D107, Building D

Note: This service is not available during the winter and summer breaks or on public holidays.

2. 校外醫療院所

對於一般病情，弘光科技大學附近十分鐘車程範圍內，有數家中西醫診所。此外，校園鄰近光田綜合醫院、童綜合醫療社團法人童綜合醫院（沙鹿院區、梧棲院區），附近則有臺中榮民總醫院、澄清醫院（中港院區），可以為學生提供完整的醫療服務。具體地址請參考「臺中外國人健檢指定醫院」。

For health concerns, there are several Western and Chinese medicine clinics within a 10-minute drive from campus. Nearby hospitals include:

Kuang Tien General Hospital

Tung's Taichung MetroHarbor Hospital (Shalu & Wuqi branches)

Taichung Veterans General Hospital

Cheng Ching Hospital (Zhonggang Branch)

These medical facilities provide comprehensive healthcare services for students when needed. For addresses, please refer to the table of “Designated Hospitals for Health Checkups for Foreigners in Taichung”.

3. 全民健康保險

在台灣，目前僅持居留證且在臺居留滿六個月的外籍人士才能到健保局申請全民健保。建議同學在來台之前，先在自己國家購買意外傷害及醫療保險，或於註冊日加入團體醫療保險及意外險。相關費用請參考次頁表格。

In Taiwan, only foreigners who hold an Alien Resident Certificate (ARC) and have lived in Taiwan for at least 6 consecutive months are eligible to enroll in the National Health Insurance (NHI) system.

We strongly recommend that students purchase accident and health insurance in their home country before arriving in Taiwan. Alternatively, students can choose to join the group accident and medical insurance plans during registration. Please refer to the table on the following page for fee information.

保險種類 Insurance Type	意外險 Accident Insurance	醫療保險 Medical Insurance	全民健康保險 National Health Insurance (NHI)
對象 Eligible Students	本中心在學學生 All enrolled students		本中心持有居留證之在學學生 且台灣居留滿 6 個月後 ARC holders after 6 months in Taiwan
費用 Estimated Cost	約新臺幣 200 元/月 ~NTD 200/mont	約新臺幣 500 元/月 ~NTD 500/month	約新臺幣 826 元/月 ~NTD 826/month
備註 Notes	<ul style="list-style-type: none"> ◆ 每學期初註冊時一次繳齊，僅收取現金。 Pay once at the beginning of each semester in cash only. ◆ 中心僅代收，實際費率依保險公司為準。 HKCLC serves solely as a fee collection point. The final insurance premium amount is based on the rates set by the insurance provider. ◆ 如需辦理保險理賠，就醫時請向院方申請「醫生診斷證明」及「收據正本」。 For insurance claims, please kindly remember to request both the doctor's diagnosis and the original receipt from the clinic or hospital. 		<ul style="list-style-type: none"> ◆ 實際費率依健保局公告為準。 The actual fee will be determined in accordance with the National Health Insurance (NHI) policy. ◆ 在台灣居留滿 6 個月，為連續居住達 6 個月或曾出境 1 次未逾 30 日，實際居住期間扣除出境日數後達 6 個月。 “6 consecutive months” means that students must reside in Taiwan continuously for a full 6 months. However, if a student leaves Taiwan once during this period, the trip must be less than 30 days. The total duration of stay in Taiwan should reach 6 full months to meet the requirement. ◆ 離開台灣前，請主動至健保局或區公所退保。 Before departing Taiwan, students are kindly reminded to cancel their National Health Insurance (NHI) coverage at the National Health Insurance Administration office or at their local district office.

(四) 保險 Insurance

1. 團體醫療保險

華語生抵臺後，於加入全民健康保險前建議投保「外籍生團體傷病醫療保險」，本中心可協助學員代辦。每人每月保險費用約 500 元，欲參加學員請於每期註冊時登記繳費。

International Student Group Medical Insurance :

After arriving in Taiwan and before enrolling in the National Health Insurance (NHI) program, Chinese language students are advised to purchase the “International Student Group Medical Insurance.” Our center can assist students with the application. The insurance premium is approximately NT\$500 per person per month. Students who wish to participate should register and pay the fee during each term’s registration period.

2. 保險給付範圍

限於臺灣地區之醫療行為(不含健康檢查)。投保前之傷病及保險公司規定之特殊疾病及醫療行為不予給付。

Insurance Coverage:

Coverage is limited to medical treatment received within Taiwan (excluding health check-ups). Illnesses or injuries that occurred before enrollment in the insurance plan, as well as certain diseases or medical treatments specified by the insurance company, are not covered.

(1) 門診：

門診給付相同症狀每日以一次為限，且每次給付額以 1,000 元為限(相關給付標準及規定請依要保書所載內容辦理)。

Outpatient Services:

For outpatient visits, reimbursement for the same symptoms is limited to once per day, with a maximum reimbursement of NT\$1,000 per visit. (Please refer to the insurance policy document for detailed reimbursement standards and regulations.)

(2) 住院：

到衛生署規定之合法醫院就醫，所有費用應由被保險人先行支付。每日病房費上限為 1,000 元，同一次住院最高給付額以 12 萬元為限。

Hospitalization

For hospitalization, treatment must be received at a legally registered hospital approved by the Ministry of Health and Welfare. All expenses must be paid by the insured in advance. The daily ward fee reimbursement is limited to NT\$1,000, and the maximum reimbursement per hospitalization is NT\$120,000.

(3) 急診：

可至衛生署規定之合法醫院就診，就診後檢具「收據正本」、「中文診斷證明書」、在臺灣開立的金融帳戶資料與統一證號或護照至本中心辦理理賠。

Emergency Treatment:

For emergency treatment, students may visit a legally registered hospital approved by the Ministry of Health and Welfare. After receiving treatment, please submit the following documents to the center for reimbursement: the original receipt, a Chinese medical diagnosis certificate, a Taiwanese bank account number, and a personal ID number or passport/ARC.

3. 所有費用應由被保險人先行支付，再請攜帶以下資料，到華語文中心填寫理賠申請書。

After receiving medical treatment, please bring the following documents to the Chinese Language Center for claims processing:

- A. 在臺灣開立的金融帳戶資料 The copy of the cover of the bank deposit book in Taiwan
- B. 外僑居留證號 或護照 ARC (Alien Resident Certificate) or Passport
- C. 繳費收據正本 Original payment receipt
- D. 中文診斷證明書 medical diagnosis certificate in Chinese

診療給付項目及費用應由保險公司依診斷證明書內容逕行認定。本中心僅協助將資料轉交給保險公司。

Medical treatment reimbursement eligibility and costs are determined by the insurance company based on the diagnosis certificate. HKCLC only assists in forwarding the documents to the insurance company.

🔔 注意事項：

- 理賠申請文件於用印後由學員自行掛號郵寄。
- 本項保險中心屬代辦性質，若有任何醫療糾紛，請投保學員自行與保險公司協商解決，本中心概不負責。
- 依承保公司規定，60歲以上恕不提供保險服務。

Notes:

- After the claim documents are stamped, students must send them to the insurance company by registered mail themselves.
- The center only assists with the application process. In the event of any medical disputes, insured students must negotiate directly with the insurance company. The center bears no responsibility.
- According to the insurance provider's regulations, insurance services are not available for individuals over the age of 60.

(五) 郵局開戶 Post office account opening

辦理郵局開戶請準備下列資料，至郵局親自申辦：

To open a post office account, please prepare the following documents and apply in person at the post office:

1. 護照正、影本 1 份 Passport (original and one copy)
2. 外僑居留證或中華民國統一證號基資表之正、影本 1 份
One original and one photocopy of your Alien Resident Certificate (ARC) or R.O.C.(Taiwan) UI No. Basic Information Form
3. 印章 Personal Seal
4. 新臺幣至少 100 元 At least NT\$100 in New Taiwan Dollars

鄰近郵局資訊 Information of the Post Offices Nearby
<p>沙鹿北勢郵局 Shalu Beishi Post Office</p> <p>地址 Address：433臺中市沙鹿區東晉路253號 No. 253, Dongjin Rd., Shalu District, Taichung City 433</p> <p>電話 Phone：(04)2631-3524</p>
<p>靜宜大學郵局 Providence University Post Office</p> <p>地址 Address：433臺中市沙鹿區臺灣大道七段200號(靜宜大學內) No. 200, Section 7, Taiwan Boulevard, Shalu District, Taichung City 433 (inside Providence University)</p> <p>電話 Phone：(04)2631-9704</p>
<p>沙鹿郵局 Shalu Post Office</p> <p>地址 Address：433臺中市沙鹿區中山路341號 No. 341, Zhongshan Rd., Shalu District, Taichung City 433</p> <p>電話 Phone：(04)2662-6659</p>
<p>東海大學郵局 Tunghai University Post Office</p> <p>地址 Address：407台中市西屯區台灣大道四段2147號 No. 2147, Section 4, Taiwan Boulevard, Xitun District, Taichung City 407</p> <p>電話 Phone：(04)2359-2748</p>

(六) 如何申請臺中市 10 公里免費交通卡 How to Apply for Taichung City Bus 10-km-Free Fare Discount

1. 準備文件 Required Documents

- (1) 護照 Passport
- (2) 學生證/在學證明
student ID card/a certificate of enrollment



市民限定臺中交通卡 (Eng)
<https://english.taichung.gov.tw/2362668/Lpsimplelist>

2. 申請步驟 Application Steps

- (1) 至市民限定臺中交通卡網站預先線上填寫申請資料。
Fill out the online application form.
- (2) 臨櫃綁定



市民限定臺中交通卡
<https://idoor.taichung.gov.tw/>

攜帶上述文件及可綁定之電子票證(學生證、悠遊卡、一卡通……等),
到指定的區公所、戶政所、圖書館、捷運站等地點辦理。

In-Person Registration

Bring the above-mentioned documents along with an eligible e-card (such as a student ID card with EasyCard function, EasyCard, iPASS, etc.) to designated service locations, including district offices, household registration offices, libraries, or MRT stations, to complete the registration.



<https://idoor.taichung.gov.tw/online/application>

線上申請表
online application form



<https://idoor.taichung.gov.tw/#location>

臨櫃辦理地點
application location

(七) 租屋資訊 Rental information



本校學生宿舍 Campus Dormitories <https://lf.hk.edu.tw/學生宿舍/>



校內Q棟學生宿舍

簡介 Q棟學生宿舍共640個床位為智慧型宿舍，內部刷卡門禁、洗烘衣機設施、販賣機、自動咖啡機消費及房間用電等，皆使用悠遊卡，一卡在手，暢行無阻；公共空間設有健身房、木地板教室、電競室、會議室、交誼廳及起居室(電磁爐及微波爐)。設有宿舍輔導員專責生活輔導及管理，結合宿舍自治幹部協助住宿各項事宜之推動，期使學生在優質的生活機能 and 住宿安全下，能達到「安住居、樂學業」之目標。

申請資格 以日間部四技新生為優先申請對象，五專前三年、境外生一年級、身心障礙生(需檢附手冊證明)優先分配住宿。

<p>宿舍收費 寢室設施</p>	<p>2人套房 房間面積：10 坪 床尺寸：長200 cm 寬135 cm 22,500元/學期/人 保證金5,000元 (電費另計)</p>	<p>4人套房 房間面積：10 坪 床尺寸：長195 cm 寬103 cm 16,500元/學期/人 保證金5,000元 (電費另計)</p>
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寢室設備 床、衣櫥、書桌椅、衛浴、網路、冷氣、窗簾、鞋櫃、冰箱




<p>單人套房 房間面積：10 坪 床尺寸：長188cm 寬105 cm 45,000元/學期/人(海景房) 42,000元/學期/人(校景房) 保證金5,000元 (電費另計)</p>		
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寢室設備 床、衣櫥、書桌椅、衛浴、網路、冷氣、窗簾、鞋櫃、冰箱、液晶電視、第四台、簡易廚房電磁爐

備註

- 申請通過者須住滿一學年，除特殊原因(含休、退、轉學及實習)外。
- 住宿各項管理措施比照校內宿舍規定。
- 教育部每學期住宿費補貼(一般生：5,000元)，於繳費單上預扣額度，住宿生只需繳交補貼後住宿費差額。補貼身分僅限本國籍之大專校院入住學校宿舍之學生。



簡介

弘光會館學生宿舍

弘光會館學生宿舍位於臺灣大道七段121號及123號，設有宿舍輔導員專責管理與生活輔導及夜間保全安全維護，宿舍可提供99間396床位，周邊生活機能佳且交通便利，以滿足學生住宿需求。

宿舍設有公共交誼廳、會議室、飲水機、洗衣機（投幣）、烘衣機（投幣）、脫水機（免費）、信箱區、室內分機、電梯、販賣部。期使學生在住宿安全及生活機能均佳之前提下，能達到「安住居，樂學業」之目標。



宿舍床位資訊

共396床
四人套房(附衛浴設施、陽台)
床尺寸：長185cm 寬115cm

住宿費資訊

12,500元/學期/人，保證金3,000元(電費另計)

申請優先資格

境外生一年級

寢室設備

床、衣(物)櫥、書桌(架)椅、桌燈、電話、冰箱、有線網路、冷氣

消防設備

滅火器、緩降梯、緊急照明、備用發電機、監視錄影系統、門禁刷卡系統

備註

- 申請通過者須住滿一學年，除特殊原因(含休、退、轉學及實習)外。
- 住宿各項管理措施比照校內宿舍規定。





心悅會館學生宿舍

本校為提供境外生及本地生就學住宿需求，選擇近學校且適宜學生住宿地點作為學生宿舍，提供學生優質住宿環境且設專人管理，並結合校內宿舍各項活動辦理，豐富住宿生活。

心悅會館地址 433台中市沙鹿區台灣大道六段989號(弘光科技大學對面天橋下)

宿舍床位資訊 共156床
雙人套房(附衛浴設施)
房間面積：5.7-8.2坪
床尺寸：長192cm 寬100cm

住宿費資訊 15,500元-18,500元/學期/人，保證金3,000元(電費另計)

申請優先資格 低收入戶子女、中低收入戶子女、原住民一年級、境外生一年級

寢室設備 床、衣櫥、書桌、冰箱、有線網路、冷氣、對外窗及陽台

消防設備 滅火器、緊急照明、緩降梯、監視錄影系統、自動火警警報設備

公共設施 交誼廳、飲水機、投幣式洗烘衣機、脫水機(免費)、電梯、門禁刷卡系統及室內外曬衣場

備註

- 申請通過者須住滿一學年，除特殊原因(含休、退、轉學及實習)外。
- 住宿各項管理措施比照校內宿舍規定。
- 教育部每學期住宿費補貼(低收及中低收入戶學生：7,000元；一般生：5,000元)，於繳費單上預扣額度，住宿生只需繳交補貼後住宿費差額。補貼身分僅限本國籍之大專校院入住學校宿舍之學生。



六、緊急聯絡電話

Emergency Contact Number

學校 HKU

校安中心/Campus Security Report Center : 04-26338000

臺灣常用服務電話表 Common Service Hotline Numbers in Taiwan

服務項目 Service	專線 Hotline	語言 Language	服務時間 Service Hours
警察、緊急報案 Police / Emergency Reporting	110	中文為主 Primarily provided in Chinese	24 小時/hours
保護專線 (性侵害、性騷擾、家庭暴力等) Protection Hotline (Sexual Assault, Sexual Harassment, Domestic Violence, etc.)	113	英、日、越南、印尼、泰及柬埔寨語等多種語言服務 Services available in multiple languages including English, Japanese, Vietnamese, Indonesian, Thai, and Khmer	24 小時/hours
消防、緊急醫療救護 Fire and Emergency Medical Service	119	中文為主 Primarily provided in Chinese	24 小時/hours
外來人士在臺生活諮詢服務熱線 Foreigners' Living Consultation Hotline in Taiwan	1990	中、英、日語 Chinese, English, Japanese	24 小時/hours
		越南、印尼、泰、柬埔寨語 Vietnamese, Indonesian, Thai, and Khmer language services available	週一至週五 9:00~17:00 (不含國定例假日及其他休息日) Monday-Friday 9:00-17:00 (excluding national holidays and other public holidays)
各縣市政府市民服務專線 Citizen service hotline (local city/county governments)	1999	中文、台語為主 Primarily provided in Mandarin and Taiwanese	各縣市政府受理，服務時間依縣市而異。 臺中市：24小時 Handled by each city/county government. Service hours vary by city/county. Taichung City: 24 hours
勞動部外國人專線 Ministry of Labor Foreign Worker Hotline	1955	中、英、泰、印尼、越南語 Services available in Chinese, English, Thai, Indonesian, and Vietnamese	24 小時/hours