

嘉義大學語言中心華語線上課程-零起點團體班

Learning Mandarin Online @NCYU—Beginner Cohort

- 1. 課程 Introduction:** 您想要學華語可是路途遙遠? 您想要華語可是時間不方便? 現在您可以呼朋引伴來嘉義大學線上學華語! Do you want to learn Chinese but it's too far for you to attend a physical classroom? Do you want to learn Chinese but the time does not fix yours? Now you can have a flexible online Mandarin course for you and your friends at NCYU!
- 2. 上課時間 Class time:** 每週兩次, 每次兩小時, 共 10 週, 共計 40 小時。The class will meet online twice per week, 2 hours per meeting, for 10 weeks, 40 hours in total.
- 3. 課程費用 Tuition fee:** NT\$8000 元 + NT\$500 (new student registration fee)
- 4. 上課人數 Class size:** 3-6 人(3 人以上開班)。The class will be offered if there are at least 3 people enrolled.
- 5. 上課日期 Class period:** 一年四季。欲成班者, 需自行找好 3-6 位學員, 統一可以上課的時間, 與我們聯絡, 本中心再行安排可以配合上課時間之教師。We offer classes based on seasonal sessions. If you would like to have this cohort, you need to find 3-6 people by yourself and negotiate a time period that all of you are able to attend the class, and then contact us. We will arrange an instructor for this cohort based on the time period provided.
- 6. 上課時數 Hours:** 40 小時 40 hours
- 7. 上課用書 Textbook:** 當代中文第一冊第 1-5 課(上課內容以電子書和老師上課講義為主, 請修課學生自行上網訂購電子書) A course in contemporary Chinese Book 1, Lessons 1-5, will be covered in this course. Please purchase your own textbook and workbook.
- 8. 上課平台 Web conferencing tool:** Google Meet
- 9. 招生對象 Target:** 18 歲以上、華語文程度為零起點且對學華語有興趣之外籍人士。 This cohort is for those who are 18 years old or older, whose Mandarin proficiency is zero or very beginning, and would like to learn Mandarin online.
- 10. 報名方式 Registration method:** 網路報名 Online registration
- 11. 報名流程 Registration steps:**
 - 線上報名 Register online
 - 等待開班及繳費通知之電子郵件或電話 Wait for a confirmation letter/phone call
 - 繳交學費 Pay the tuition fee: One week before the class starts

- iv. 寄發繳費成功通知&開課通知 Receive a note for successful payment and course announcement
- v. 開始上課 Class starts

12. 注意事項 Notes:

1. 課程排定之後，不可隨意調動，並請準時上課。課程時間以台灣時間(GMT+8)為基準。Once the online course schedule has been settled down, it will not be changed. Please get online on time for the class meetings. The class meeting time is based on Taiwan time (GMT+8).
2. 出席達總上課時數之 80%且成績合格者，給予結業證書。By the end of the course, we will issue a certificate for you if you have 80% of presence in class and your grade passes the course requirement.
3. 學生須自備電腦、視訊鏡頭及麥克風，並確認網路穩定。To enroll in this online course, students need to have their own computers, web cameras and microphones, and make sure the Internet is stable.
4. 每次上課都會截圖，視同簽到。Each online meeting will be snapshotted as an evidence of your presence.

13. 繳費方式 Payment method

甲、 **Please pay by ATM or cash remittance at a bank counter, and here is the information :**

1. 匯款銀行Bank Name：中國信託商業銀行嘉義分行（銀行代號822）

i. CTBC Bank Co., Ltd. Chiayi Branch (Bank code: 822)

2. 匯款戶名Account Name：國立嘉義大學402專戶

3. 匯款帳號Account Number：0823-5000-3063

乙、 匯款之後，請email您的銀行帳號末5碼。After paying the tuition fee, please give us the last five digits of your account via email: ncyulgccsl@gmail.com

14. 退費規定 Tuition refund

- i. 學員完成報名繳費後，除因人數不足開課不成者可退全額學費外，因故退學者，依教育部所定下列標準退費 Except for not having enough students for us to offer the course, after registering and paying off the tuition fee, if one would like to drop the course for a personal reason, we would refund the tuition according to the criteria set by Ministry of Education below :
 - (1) 學員自報名繳費後至開班上課日前申請退費者，退還已繳學費之九成。If one applies for a tuition refund after registration but before the date when the course starts, we would refund 90% of the paid tuition.
 - (2) 自開班上課之日起算未逾全期三分之一申請退費者，退還已繳學費之半數。If one applies for a tuition refund after the course starts but not over one third of the course hours, we would refund half of the paid tuition. For example, if the course hour is 40 hours in total, one third is 13 hours; if one applies for a refund within the first 13 hours, s/he could have a half of the paid tuition back.
 - (3) 開班上課時間已逾全期三分之一申請退費者，不予退還。If one applied a tuition refund when the course duration has passed one-third of the course hours, we would not refund the paid tuition. For example, if the course hour is 40 hours in total, one third is 13 hours; if one

applies for a refund after the first-13-hour instruction has been completed, s/he could not have any of the paid tuition back.

15. 缺課規定 **Absence rules:**

1. 學員因個人因素缺曠課不補課，但因授課教師因素導致的補課不在此列。We don't offer makeup classes if student miss the class for personal reasons, unless the makeup class is caused by the instructor.
2. 需要請假者，請盡量在上課前兩小時在 CSL 的 LINE 群組裡面告知我們。If you need to ask for a leave, please notify us in CSL program LINE (@202dyxzq) at least 2 hours before the class.