

Application of Course Adjustment

- MYONGJI University International Summer Session

Welcome to select the courses in MYONGJI University International Summer Session. If you want to adjust, such as add, drop, change or cancel the courses you have selected. Please print the form and fill in the information, and submit it to the office of MYONGJI University International Summer Session. Thank you for your cooperation!

*The handling fees caused by refund process will be deducted from the original money, if the refund amount is equal or less than 10,000, 5 Yuan handling fees will be deducted, if the money is between ¥ 10,000 to ¥ 100,000, 10 Yuan handling fees will be charged. So the refund money you received is equal to the original amount deduct the handling fees.

I. Basic Information

Name		Gender	
School		Major	
Contact Information	Domestic Telephone Number		
	E-mail		

II. Course Information

A. How would you like to adjust your courses?		
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Change <input type="checkbox"/> Cancel		
B. What course information do you want to adjust?		
Course Number	Adjustment Method	Course Number
C. Reasons for Your Course Adjustment:		

III. Tuition Fee Information (Please fill out the form if your adjustment relates to tuition fee.)

<input type="checkbox"/> Supplementary Payment of Tuition Fee	Amount of Supplementary Payment:	
	Remittance Information	Name of Remitter: Bank of Remittance: Time of Remittance:
	Program Account	Bank Name: China Minsheng Banking Corp. Ltd Qingdao Branch .

		<p>Account Name: Qingdao Simpway Education Technology Co.,Ltd Account Number: 699070638 Address: No.190 Haier Road, Laoshan District, Qingdao City, Shandong Province, China Remark: You must specify the name and ID number of the remitter in the remark or postscript and keep the receipts.</p>
<input type="checkbox"/> Application for Refunding Tuition Fee	Amount of Returned Tuition Fee:	
	Account Information	<p>Bank Card Number: Name of Cardholder: Bank Name(branch Name/where the Card is issued):</p>

Signature of Application:

Time of Application: