

Request Form of Payment Verification

Tuition and Miscellaneous Fees

No. :

School year of the Verification	School Year _____ ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II
Reasons of Request	☐ Lost ☐ Student Loans ☐ Replacement (Original Receipt)
Purpose of the Verification	☐ School Scholarship ☐ Tax ☐ Other(_____)
Office to Pick-up	☐ Finance Division, Dan Sui Campus ☐ General Affairs Office, Taipei Campus ☐ email (_____)
Time of Process	☐ With School Seal (5 business day needed) ☐ With Finance Division Stamp (2 business days needed)

Affidavit of“Lost Document”	I,_____,hereby testify the loss of the original receipt of ☐ Tuition & Miscellaneous Fees and/or ☐ Dormitory Fees, which were never used for any other purposes. I am fully aware that I am liable for what I have said herein. ° Signature_____
Applicant (must fill this form in person)	Class : _____ Student ID : _____ Name : _____ Telephone : _____ (I understand and agree with the Regulation of Personal Data stated below)
Campus Life Guidance Section (with Student Loans)	Amount : _____
Finance Division	
Cashier Section	
Literatures Section	

Date of Application :

Person claims the doc. :

Date of Picking-Up :

Remark: :

1. According to the TKU Regulations of Personal Data Management, the Claims of Rights to Privacy is posted on the website <https://www.tku.edu.tw/privacy.asp> °
2. All the personal data collected herein are limited to the use of the subject purpose, other purposes are not allowed.