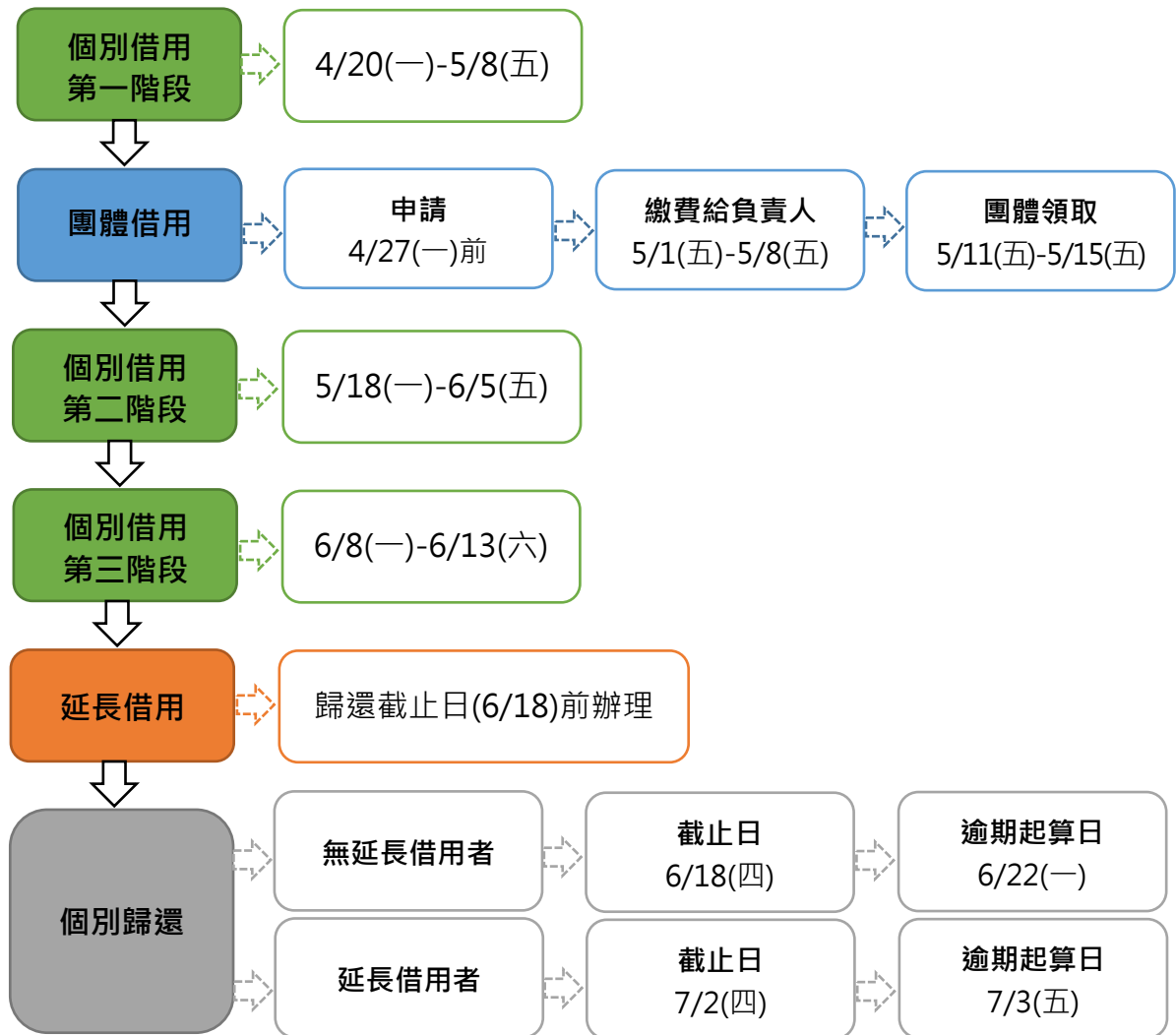
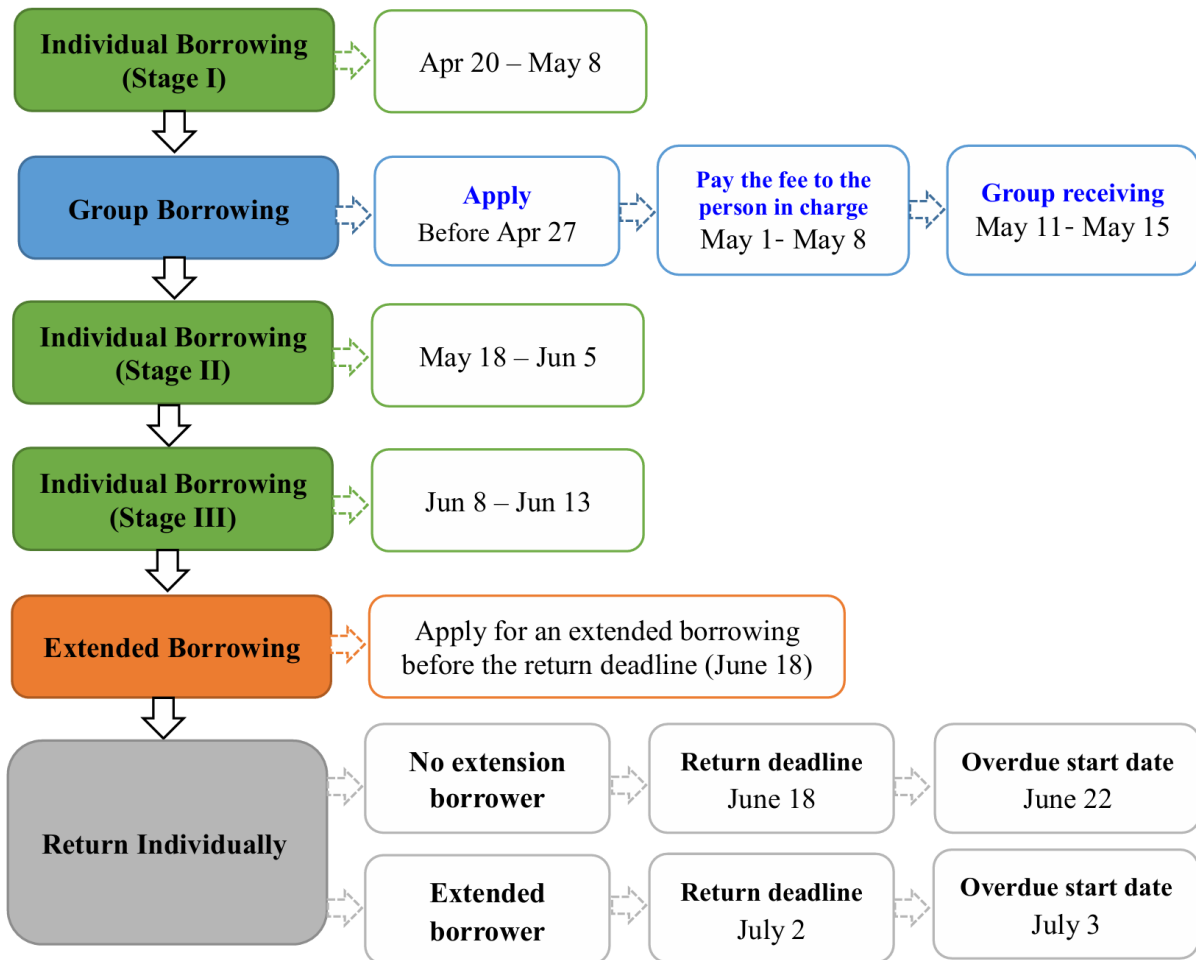


# 學位服借用及歸還作業時程及說明



<b>團體借用</b>	學士及碩士應屆畢業生(含延畢生)	<b>個別借用</b>	學士、碩士及博士應屆畢業生(含延畢生)、當年度已辦理離校之畢業生
<ol style="list-style-type: none"> <li>畢業生個別至 Google 表單填寫申請資料。</li> <li>事務二組於 4/30(四)提供團體借用名單給負責人。</li> <li>畢業生於 5/1-5/8 繳費給負責人。</li> <li>負責人依時程辦理，統一繳費、領取及轉發。</li> </ol> <p>✧ 未依規定繳費者，視為未完成借用程序。</p>		<ol style="list-style-type: none"> <li>至 Google 表單填寫申請資料。</li> <li>於各階段時程內，至事務二組確認申請資格並領取繳費單。</li> <li>至出納二組繳費。</li> <li>持收據及繳費單至消耗品領物處領取。</li> </ol> <p>✧ 未依各階段期限完成者，視為未完成借用程序。</p>	
<b>延長借用</b>	學士、碩士及博士應屆畢業生(含延畢生)、當年度已辦理離校之畢業生	<b>個別歸還</b>	學士、碩士及博士應屆畢業生(含延畢生)、當年度已辦理離校之畢業生
办理流程： <ol style="list-style-type: none"> <li>確認申請資格並領取繳費單(事務二組)。</li> <li>繳交延長借用費(出納二組)。</li> <li>更新個人歸還截止日(事務二組)。</li> </ol>		逾期歸還作業流程： <ol style="list-style-type: none"> <li>確認逾期天數並領取繳費單(事務二組)。</li> <li>繳交滯還金(出納二組)。</li> <li>歸還學位服(大禮堂 B1)。</li> </ol>	

# Academic Regalia Borrowing and Return Schedule & Guidelines



<p><b>Group Borrowing</b></p>	<p>Graduating Bachelor's &amp; Master's students (including those with delayed graduation)</p>	<p><b>Individual Borrowing</b></p>	<p>Bachelor's, Master's, and Doctoral graduating students (including those with delayed graduation), as well as graduates who have completed the school-leaving procedures in the current academic year.</p>
<ol style="list-style-type: none"> <li>1. Graduating students shall individually complete the application via the Google Form.</li> <li>2. The staff member of the 2nd Division of General Affairs will provide the group rental list to the person in charge on April 30.</li> <li>3. Graduating students shall make payment to the person in charge from May 1 to May 8.</li> <li>4. The person in charge shall complete the process according to the schedule, including collective payment, collection, and distribution.</li> </ol> <p>❖ Those who fail to make payment in accordance with the regulations will be deemed as not having completed the borrowing procedure.</p>		<ol style="list-style-type: none"> <li>1. Complete the application form via the Google Form.</li> <li>2. Within each designated stage, proceed to the 2nd Division of General Affairs to confirm eligibility and obtain the payment slip.</li> <li>3. Make the payment at the 2nd Divisions of Cashier.</li> <li>4. Present the receipt and payment slip at the Auditorium B1 to collect the academic regalia.</li> </ol> <p>❖ Those who fail to complete the process within each designated stage will be deemed as not having completed the borrowing procedure.</p>	
<p><b>Extended Borrowing</b></p>	<p>Bachelor's, Master's, and Doctoral graduating students (including those with delayed graduation), as well as graduates who have completed the school-leaving procedures in the current academic year.</p>	<p><b>Return Individually</b></p>	<p>Bachelor's, Master's, and Doctoral graduating students (including those with delayed graduation), as well as graduates who have completed the school-leaving procedures in the current academic year.</p>
<p><b>Extension Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Confirm eligibility and obtain the payment slip (The 2nd Division of General Affairs).</li> <li>2. Pay the extension fee (The 2nd Divisions of Cashier).</li> <li>3. Update the individual return deadline(The 2nd Division of General Affairs).</li> </ol>		<p><b>Overdue Return Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Calculate overdue days and generate payment slip (The 2nd Division of General Affairs).</li> <li>2. Pay the overdue fee (The 2nd Divisions of Cashier).</li> <li>3. Return the academic regalia (Auditorium B1).</li> </ol>	