

# Authorization Letter

Date :

To: University of Macau, Finance Office

Dear Sir / Madam,

I, \_\_\_\_\_ hereby authorize the following representative to  
Collect the refund on my behalf from you. The following documents will be attached.

Student's information:

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Name of Degree & Major: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Items:

Tuition Fee;  Dormitory Fee;  Dormitory Caution Fee;

Others: \_\_\_\_\_ (Please specify)

\_\_\_\_\_  
Student's Signature

Authorized Person's information

Name: \_\_\_\_\_ Identification Document: \_\_\_\_\_

ID Number: \_\_\_\_\_

Local Bank: \_\_\_\_\_ Bank Account: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Telephone no: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Person's Signature

(FO-07/2014)

# 授權書

日期：

致澳門大學，財務部：

本人\_\_\_\_\_以書面通知貴校並授以全權下列人仕代替本人收回校方的退款（以澳門幣結算）。現附上本人之學生證副本及代理人下列有關的資料和文件副本。

學生（授權人）資料：

學生姓名：\_\_\_\_\_ 學生編號：\_\_\_\_\_

修讀課程：\_\_\_\_\_

聯絡地址：\_\_\_\_\_

聯絡電話：\_\_\_\_\_ 電郵地址：\_\_\_\_\_

授權事項：

學費；  宿費；  宿舍保證金；

其他：\_\_\_\_\_（請註明）

\_\_\_\_\_  
學生（授權人）簽署

代理人資料：

姓名：\_\_\_\_\_ 身份證明文件\_\_\_\_\_ 及號碼\_\_\_\_\_

本地銀行：\_\_\_\_\_ 銀行帳號：\_\_\_\_\_

聯絡地址：\_\_\_\_\_

聯絡電話：\_\_\_\_\_ 電郵地址：\_\_\_\_\_

\_\_\_\_\_  
代理人 簽署

(FO-07/2014)