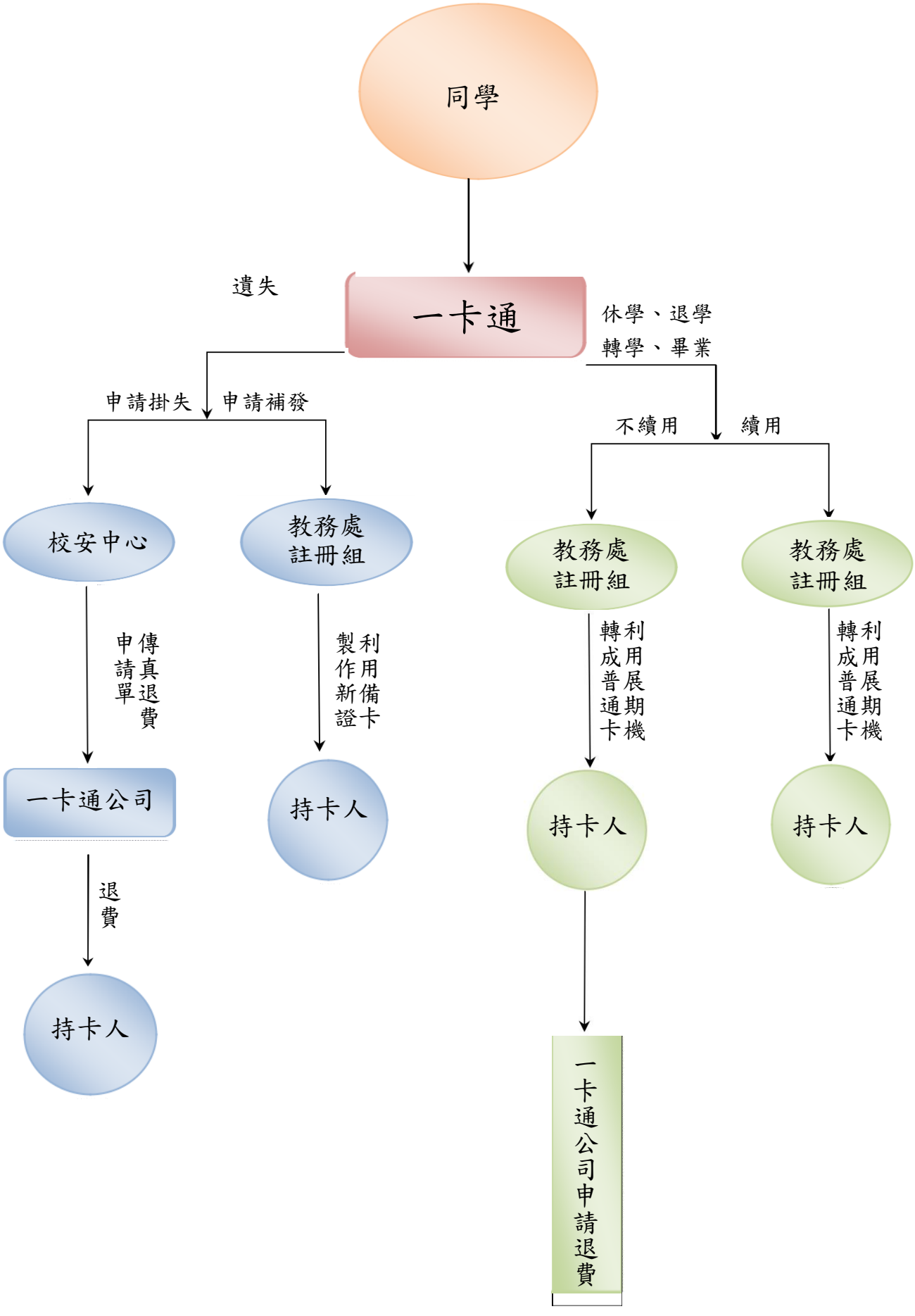「一卡通校園學生證退費暨補發作業」流程