

四、 退費標準與辦理時程 School Fee Refund Policy

1. 本校學位生休、退及雜費基準依據教育部法規辦理

The Refunding Guidelines were established in accordance with the Ministry of Education "Charging Guidelines of Tuition Fees for Colleges or Higher" and "Charging Guidelines of Fees for College or Higher" to handle the refunding of students who leave the University during the term due to suspension or withdrawal.

2. 休、退學時，學校應依附表一規定比例，辦理退費。

Tuition fees (basic tuition and incidental fees, credit fees) are refunded on a proportional basis for students applying for suspension or discontinuation in accordance with the following regulations:

學生休、退時間 Student Suspension and Withdrawal Period	學費、雜費退費比例 Refund Ratio of Tuitions and Fees
註冊日(含)前申請休退學者 For students applying for suspension or withdrawal before the enrollment date (including that date)	免繳費，已收費者，全額退費 No fees will be charged. All collected fees will be refunded in full.
註冊日之次日起至上課(開學)日之前一日申請休、退學者 For students applying for suspension or withdrawal between the day after enrollment date and the day before start of class (semester)	學費退還三分之二，雜費全部退還 2/3 of tuition fees will be refunded, and all of incidental fees will be refunded.
上課(開學)日(含)之後而未逾學期三分之一申請休、退學者 For students applying for suspension or withdrawal after the start of class but before 1/3 of the semester has passed	學費、雜費退還三分之二 2/3 of tuition fees and incidental fees will be refunded.
上課(開學)日(含)之後逾學期三分之一，而未逾學期三分之二申請休、退學者 For students applying for suspension or withdrawal after more than 1/3 of the semester but less than 2/3 of the semester after the class start date	學費、雜費退還三分之一 1/3 of their tuition and incidental fees will be refunded.
上課(開學)日(含)之後逾學期三分之二申請休、退學者 For students applying for suspension or withdrawal after the start of semester when 2/3 of the semester has passed	所繳學費、雜費，不予退還 No tuition and incidental fees or basic tuition, incidental fees shall be refunded.
<p>一、表列註冊日、上課(開學)日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。 The enrollment date, start of semester, as well how the semester is calculated are to be based on the official university calendar.</p> <p>二、休、退學之學生應於本校規定期限（三天以工作天計）內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校（簽准）日為計算基準日。 A student applying for suspension or discontinuation should complete all required procedures within 3 days (working days) of the application date and deliver the suspension or discontinuation application to the Registration Division; if there is a delay due to factors that can be attributed to the student, the baseline is the date on which the Registration Division received the suspension or discontinuation application with all of the required procedures completed official university calendar.</p>	