

TUNGHAI UNIVERSITY
CESSATION OF PROGRAMMES
2024.2- 2024.7

General Guideline for Payment/Fee Refund Policy:

Payment Time Frame	Facilities Fee Payment System	Tuition Fee Payment System	Semester/Term Payment System
Before (2024/2/16) Before course/semester commencement date	<ul style="list-style-type: none"> • Full refund 	<ul style="list-style-type: none"> • Full refund 	<ul style="list-style-type: none"> • Full refund
	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable. • Full refund of Facilities fee and other charges. 	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable. • Full refund of Facilities fee and other charges. 	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable. • Full refund of Facilities fee and other charges.
(2024/2/19~2024/3/29)	<ul style="list-style-type: none"> • 2/3 of Subject fees refundable. 	<ul style="list-style-type: none"> • 2/3 of Subject fees refundable. 	<ul style="list-style-type: none"> • 2/3 of Subject fees refundable.
(2024/4/1~2024/5/10)	<ul style="list-style-type: none"> • 1/3 of Subject fees refundable 	<ul style="list-style-type: none"> • 1/3 of Subject fees refundable 	<ul style="list-style-type: none"> • 1/3 of Subject fees refundable
(2024/5/13) Onwards	<ul style="list-style-type: none"> • No refund 	<ul style="list-style-type: none"> • No refund 	<ul style="list-style-type: none"> • No refund
For Reserved Freshmen and Transferee:	<ul style="list-style-type: none"> • 5% charges from Processing fee 	<ul style="list-style-type: none"> • 5% charges from Processing fee 	<ul style="list-style-type: none"> • 5% charges from Processing fee
Before stipulated date:			

Withdrawal or Deferment from a Course / University

- i. Tuition and fees are refundable only by processing a cancellation of enrollment or change of program application through the Academic/Registrar Department and are entirely at the option of the university. Informing your academic department or your instructor does not constitute withdrawal from the course. All withdrawals must be processed by Web Registration or through the Registration Department. The refund amount will be automatically subject to the date of receiving student's course withdrawal or deferment document.
- ii. Students who fail to submit required documents before the deadline of course withdrawal, the refund amount will be automatically subject to the leaving date.
- iii. Other charges are not included in Facilities Fee Payment System, Tuition Fee Payment System, and Semester/Term Fee Payment System.
- iv. The refund amount of deferred student who signs up for less than 9 credit hours will be subject to Tuition Fee Payment System.
- v. Reserved Freshmen and Transferees who manage to pay in full before the stipulated date; he or she decides to withdraw or defer from a course, he or she is eligible to receive a full refund. But, there will be a reduction for processing fee.
- vi. Required documents are the Letter of Deferment from Registrar Department, and a printed copy of saving book.

Notes: The above statement is for reference only. The Chinese version shall prevail in all circumstances.

113 學年度第 1 學期休退學退費標準

休、退學時間/收費制度	學雜費制	學分制	學分學雜費制
一、註冊繳費截止日（ 113 年 9 月 6 日 ）（含）之前申請者。 （除各學制一年級新生（不含轉學生），其餘學生須於完成註冊繳費後，始得申請休學。）	免繳費，已收費者，全額退費。	免繳費，已收費者，全額退費。	免繳費，已收費者，全額退費。
二、註冊繳費截止日之次上班日起至上課（開學）日之前一日申請者。	學費退 2/3，雜費及其餘各費全部退還。	學分費退 2/3，雜費及其餘各費全部退還。	學分學雜費退 2/3，其餘各費全部退還。
三、上課（開學）日（含）之後而未逾學期三分之一申請者。 （113 年 9 月 9 日至 10 月 18 日）	學雜費及其餘各費退還 2/3。	學分費、雜費及其餘各費退還 2/3。	學分學雜費及其餘各費退還 2/3。
四、上課（開學）日（含）之後逾學期三分之一，而未逾三分之二申請者。 （113 年 10 月 21 日至 11 月 29 日）	學雜費及其餘各費退還 1/3。	學分費、雜費及其餘各費退還 1/3。	學分學雜費及其餘各費退還 1/3。
五、上課（開學）日（含）之後逾學期三分之二申請者。 （113 年 12 月 2 日起）	所繳各費均不退還	所繳各費均不退還	所繳各費均不退還
六、遞補制新生及轉學生於遞補截止日（含）前申請退學者	扣 5% 行政手續費	扣 5% 行政手續費	扣 5% 行政手續費

說明：

- (1) 本退費標準依「東海大學學生學雜費及學分費與其他費用繳納辦法」訂定。
- (2) 表列註冊繳費截止日、上課（開學）日之計算等，依本校正式公告之行事曆認定之；「休、退學時間」，以學生（或家長）向註冊課務組正式提出休、退學申請之日期，為退費核算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復（訴）而繼續留校上課者，以實際離校日為計算基準日。
- (3) 休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。
- (4) 本國學士班學生符合請領「行政院減免學雜費」得定額減免者，其退費金額以學生定額減免後實際繳納之學雜費，按上表比率計算退費。
- (5) 本表所稱之「其餘各費」，係指除學雜費、學分費、學分學雜費以外之各項費用。
- (6) 本表所稱之「各學制一年級新生」，係指日間學士班、進修學士班、碩士班、碩士在職專班及博士班入學第一學期新生（不含轉學生）。
- (7) 延修生如修習學分在 9 學分（含）以下欲辦理休、退學者，適用學分學雜費制度辦理退費。
- (8) 有遞補制度之一年級新生及轉學生於學校招生遞補截止日（含）前申請退學者，扣除行政手續費後，全額退費。其申請休學者及逾學校招生遞補截止日後始申請休、退學者，則依表列規定辦理退費。行政手續費，係以學生應繳之學雜費、學分費、學分學雜費等費用總和之百分之五計算。
- (9) 休、退學時，請攜帶註冊課務組開立之休退學退費通知單及學生本人之存摺封面影本向本校會計室辦理退費。