

Procedures Concerning Fee Refunds for Withdrawal and Study-leave

1. These regulations are in accordance with Regulations outlined in Tai Gao (4) 0950057997B issued by the Ministry of Education.
2. When withdrawing from university or applying for Study Leave, please bring original Receipt of Payment for Student Fees.
3. Table: Fee Refunds for Withdrawal and Study-leave

System Period	Tuition and Miscellaneous Fee(s)	Credit Hour Tuition
1. Take study leave or withdraw before registration	Not necessary to pay tuition fees or miscellaneous fees.	Not necessary to pay tuition fees or miscellaneous fees.
2. Take study leave or withdraw after registration but before classes start	Two thirds of the tuition fees and all miscellaneous fees will be refunded.	Two thirds of credit hour tuition and all miscellaneous fees will be refunded.
3. Take study leave or withdraw within first third of the semester	Two thirds of tuition fees and miscellaneous fees will be refunded.	Two thirds of credit hour tuition and miscellaneous fees will be refunded.
4. Take study leave or withdraw before two thirds of semester has elapsed	One third of tuition fees and miscellaneous fees will be refunded.	One third of credit hour tuition and miscellaneous fees will be refunded.
5. Take study leave or withdraw in the final third of the semester	No tuition fees or miscellaneous fees will be refunded.	No tuition fees or miscellaneous fees will be refunded.
Explanation: 1. The calculation of the time periods mentioned above will be in accordance with the university calendar. The dates when students submit their Application for Withdrawal or Study Leave 2. The institution will not collect any fees before the date of registration. 3. These standards apply to all levels and divisions (including Day Division and Division II of Undergraduate Division, Master's and Doctoral Class Section, Work-experience program and so on). The procedures for first year students who		

<p>have entered through the Quota Assurance System and who plan to take study leave or withdraw (without keeping their student status) are detailed in (4). All other students (who maintain student status) will be subject to these rules.</p> <p>4. If first year students who have entered through the Quota Assurance System apply to take study leave or withdraw without keeping their student status as mentioned in (3) before the deadline for filling vacancies, the institution must refund all fees except for the administrative fee (which in principle must be less than five percent of the fees paid). If applications are submitted after the period for filling vacancies, regular procedures will be followed.</p> <p>5. Students who extend their periods of study must change to the Credit Hour Tuition system from the Tuition and Miscellaneous Fee System. Procedures for refunds will be in accordance with Credit Hour Tuition refunds.</p> <p>6. For students who change to the Credit Hour Tuition from the Tuition and Miscellaneous Fee system, refunds will be handled in accordance with the Credit Hour Tuition system.</p> <p>7. These standards were implemented starting from the 2006 academic year.</p>		
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4. Refunds should be made within the same school-year. Over-due applications will not be processed.
5. Before the fifth week of the semester, the Student Group Accident and Hospitalization Insurance Fee can be refunded fully. After the sixth week, no refunds will be made.