

Student Tuition and Fees Installment Payment Procedures

Passed at the Administrative Council Meeting on April 12, 2004

1. This institution has developed the Procedures for Paying Fees in Installments to assist students experiencing financial difficulties. The procedures will not only lessen the burdens on students' parents and guardians but also allow students to concentrate on their studies.
2. Any students not eligible for tuition waivers or reductions through the Ministry of Education, and not eligible for student loans through this institution, whose family suddenly experiences financial difficulty may according to these procedures apply to pay their fees in installments.
3. These procedures make provision for students to pay their fees (including Student Fees, Miscellaneous Fees or Credit Unit Fees, Pension Fees, Internship Fees, and Dormitory Fees) in three installments, with each installment amounting to one third of the total outstanding fees. After receiving approval to pay their fees in installments, students must make the first installment within one week of application, and pay the final installment before the fifteenth week of the semester.
4. Students must provide the following documents when applying to pay their fees in installments.
 1. Application Form.
 2. Related documentation. Students are required to submit a complete Transcript of Household Registry along with a Parent or Guardian Certificate.
 3. Original Notice of Registration and Fee Payment.
5. Students should apply at the Student Advising Section (the Student Affairs Section on Taoyuan Campus), and finish application procedures at least one week before the fees are due.
6. Students who do not pay their fee installments in accordance with the rules will be dealt with according to Article 13 of Student Regulations, and will have no recourse for protest.
7. Upon being passed at the Administrative Council Meeting and approved by the president, these standards were announced and implemented. Any revision must follow the same procedure.