

# National Chiayi University Refunding Guidelines for Students Who Leave the University

Approved by the Administrative Meeting, July 11<sup>th</sup>, 2006

Amended and approved by the Administrative Meeting, November 14<sup>th</sup>, 2006

Amended and approved by the Administrative Meeting, November 13<sup>th</sup>, 2007

Amended and approved by the Administrative Meeting, January 13<sup>th</sup>, 2009

Amended and approved by the Administrative Meeting, April 12<sup>th</sup>, 2016

- Article 1 National Chiayi University (hereinafter referred to as the "NCYU") has established the "National Chiayi University Refunding Guidelines for Students Who Leave the University" (hereinafter referred to as the "These Guidelines") in accordance with the Ministry of Education's "Guidelines for the Refund of College and University Students' s suspension and withdrawal ". In order to handle the refunding of students who leave NCYU during the term due to suspension or withdrawal.
- Article 2 No fees will be charged if the student applies for suspension or withdrawal before the start of class in semester, all collected fees will be refunded in full.  
Newly enrolled students must complete registration and obtain student status before applying for suspension. Students who apply for suspension before the start of the class in semester, NCYU will refund in full.
- Article 3 For students applying for suspension or withdrawal after the start of the class but before one-third (calculated according to the university's regulations and the date on which the student completes leave school procedures, under is same) of the semester has passed, undergraduate students shall have two-thirds of their tuition and incidental fees refunded; while graduate students shall have two-thirds of their credit fees, basic tuition, and other fees refunded.
- Article 4 For students applying for suspension or withdrawal after the start of the class when one-third of the semester has passed but before two-thirds of the semester has passed, undergraduate students shall have one-third of their tuition and incidental fees refunded; while graduate students shall have one-third of their credit fees, basic tuition, and other fees refunded.
- Article 5 For students applying for suspension or withdrawal after the start of the

class when two-thirds of the semester has passed, no tuition and fees shall be refunded.

- Article 6 Full refunds will be given to students in the first academic year and transfer students subject to the waiting list system who apply for withdrawal before the admission deadline for students on the waiting list.
- Article 7 No payment is necessary for students who already applied for suspension in the previous semester and is re-applying for suspension this semester as well.
- Article 8 Refundable items include tuition, incidental fees, basic tuition , credit fees, dormitory fees, individual guidance fees, and computer usage fees.
- Article 9 Students who leave school before the add/drop course deadline are exempt from paying credit fees; while who must pay credit fees after the add/drop course deadline as required before leaving.
- Article 10 Students who have suffered major disasters recognized by educational authorities as affecting their normal learning may apply for a refund with relevant proof. NCYU may flexibly refund the tuition and incidental related fees based on individual cases without being subject to restrictions from points 2, 3, 4, 5, or 9.
- Article 11 Matters not covered herein shall be handled in accordance with " Guidelines for the Refund of College and University Students' s suspension and withdrawal ".
- Article 12 These Guidelines were approved by the Administrative meeting and by the President before implementation.