

國立中山大學學生離校退費作業要點

Guidelines on Refunding Fees to Students leaving the University

97年12月3日97學年度第一學期第6次行政會議通過

Approved at the 6th Executive Meeting on December 3, 2008

102年10月16日102學年度第一學期第5次行政會議修正通過

Amended and approved at the 5th Executive Meeting on October 16, 2013

- 一、 為處理本校學生休學、退學、學期中畢業離校之退費相關事宜，特依據教育部「專科以上學校學雜費收取辦法」、「專科以上學校向學生收取費用辦法」訂定本作業要點。
- I. These guidelines are formulated in accordance with the MOE's *Regulations for Tuition Collection at Institutions of Higher Education* and *Regulations for Miscellaneous Fees Collection at Institutions of Higher Education* to refund fees paid by the suspended or dismissed students or graduates who complete their studies and leave the University during a semester.
- 二、 本校學生申請休、退學，其學雜費(學雜費基數、學分費)依下列規定比例辦理退費：
- II. Tuition and miscellaneous fees (including the base tuition & miscellaneous fees and credit fees) shall be proportionally refunded upon the students' applications for suspending, withdrawing, or being dismissed from their studies in accordance with the following provisions:
- (一) 於註冊日(含)之前申請休、退者，應免繳費；已收費者，全額退費。
- (1) No fees shall be paid if the students apply before or on the enrollment date; fees already paid shall be fully refunded.
- (二) 於註冊日之次日起至上課(開學)日之前一日申請休、退學者，其採學雜費核算者，退還學費三分之二、雜費全部退還；其採學雜費基數、學分費核算者，退還學雜費基數三分之二、學分費全部退還。
- (2) If the students apply after the next date of enrollment but before the first date of the class, undergraduate students shall be refunded two-thirds of the tuition and full fees while graduate students shall be refunded two-thirds of the base tuition & miscellaneous fees and full credit fees.
- (三) 於上課(開學)日(含)之後而未逾學期三分之一申請休、退學者，其採學雜費核算者，學費、雜費各退還三分之二；其

採學雜費基數、學分費核算者，退還學雜費基數、學分費各三分之二。

(3) If the students apply after the first date of class but before the date of one-third of the semester, both the undergraduate and graduate students shall be refunded two-thirds of all the tuition and miscellaneous fees.

(四) 於上課(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，其採學雜費核算者，學費、雜費各退還三分之一；其採學雜費基數、學分費核算者，退還學雜費基數、學分費各三分之一。

(4) If the students apply during the time of one-third and two-thirds of the semester, both undergraduate and graduate students shall be refunded one-third of all the tuition and miscellaneous fees.

(五) 於上課(開學)日(含)之後逾學期三分之二申請休、退學者，所繳學費、雜費、學雜費基數、學分費，不予退還。

(5) If the students apply after two-thirds of the semester, no fees shall be refunded.

三、 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)之前申請退學者，全額退費。

III. For freshmen or transfer students admitted under a waiting-list scheme, their fees shall be fully refunded if they submit their withdrawal application before or on the deadline of the University's replacement procedure.

四、 前一學期已辦理休學，次學期再繼續辦理休學者，免繳費。

IV. Suspended students applying for suspension of studies again for the next semester shall not pay any fees.

五、 碩、博士班學生於學期中畢業離校者，比照本要點第二點標準辦理學費、雜費、學雜費基數、學分費之退費。

V. Students of master's or doctoral programs graduating during the semester shall receive a refund of their paid base tuition & miscellaneous fees and credit fees per Article 2 herein.

六、 退費計算基準日如下：

VI. The baseline date for calculating the refund is as follows:

(一) 申請休學或自動退學者，其退費應依學生(或家長)向教務處註冊組正式提出休、退學申請之日為計算基準日。

- (1) For students applying for suspending or withdrawing from their studies, the baseline date for refunds shall be the day when the students (or parents) formally submit the application to the OAA's Registration and Curriculum Division (RCD).
- (二) 勒令休、退學者，其退費應依學校休、退學通知送達之日為計算基準日；但因進行休、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。
- (2) For students suspended or dismissed from the University, the baseline date is the day when the University's notification reaches the students. If the students file an appeal against the suspension/dismissal and continue to study at the University, the baseline date is the day when they actually leave the University upon the completion of the leave procedure.
- (三) 學期中畢業之碩、博士班學生，其退費依辦妥離校手續，至教務處註冊組簽領畢業證書之日為計算基準日。
- (3) For students of master's or doctoral programs graduating during the semester, the baseline date shall be the day when they receive their diplomas from the RCD after the completion of their leave procedure.

七、 休、退學之學生應於休、退學申請日後一週內完成離校手續，並將休、退學申請書交至註冊組；其有因可歸責學生之因素而延宕者，則以註冊組收到辦完離校手續之休、退學申請書當日為計算基準日。

VII. Students submitting their online application for suspension or withdrawal shall complete their leave procedure within one week and return the application form to the RCD. In case of delay caused by the students, the baseline date shall be the day when the RCD receives the aforementioned application form.

八、 本作業要點所稱註冊日、上課(開學)日，及學期三分之一、三分之二之計算，依正式公告之行事曆認定之。

VIII. The enrollment date, the first date of class, as well as one-third and two-thirds of the semester stipulated herein shall be determined in accordance with the announced University calendar.

九、 學生辦理休、退學，或學期中畢業碩、博士班學生，合於本要點第二點之退費標準時，請備妥繳費收據正本及學生本人帳戶資料，交本校總務處出納組辦理退費；出納組造冊奉核後，將款項逕退入帳戶完成退費。

IX. Students applying for refund of tuition and miscellaneous fees per Article

2 shall provide their original payment receipts and personal bank accounts to the OGA's Payroll & Cashier Division (PRD). The refund shall be directly transferred to their personal bank accounts after approval.

- 十、 就學貸款學生於財政部財政資訊中心資格審查結果回覆前休、退學或畢業者，必須補繳學雜費(學雜費基數、學分費)；於審查結果回覆後，貸款銀行撥款至學校前休、退學或畢業者，應先至出納組依本要點第二點規定重新核計應繳金額後，再至貸款銀行更改貸款金額；於貸款銀行撥款至學校後休、退學或畢業者，本校依第二點退費標準將退費款項繳回貸款銀行。

For students taking a study loan but applying for suspension, withdrawal or early graduation before the loan review is released by the Fiscal Information Agency of the Ministry of Finance, the payment of the tuition and fees shall be made first by the students. Before the bank transfers the loan to the University, the students shall request the PRD to recalculate the payable fees per Article 2 herein and have the bank adjust the loaned amount; after the bank transfers the amount to the University, the amount per Article 2 shall be returned to the bank.

- 十一、 學雜費(學雜費基數、學分費)以外之其他各項費用，各相關單位應依費用性質及使用情形，辦理退費。

XI. Individual units shall also handle the refund for other fees not mentioned herein based on the nature and usage of the fees.

- 十二、 本作業要點經行政會議通過後實施，修正時亦同。

XII. These guidelines are approved by the Executive Meeting before implementation. Amendments to these guidelines shall follow the same procedure.