

# The Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fess

Enacted in the 291<sup>st</sup> Administrative Meeting on Oct. 23<sup>rd</sup>, 2002  
Amended (Article 5) in the 292<sup>nd</sup> Administrative Meeting on Nov. 27<sup>th</sup>, 2002  
Amended (Articles 4 & 5) in the 299<sup>th</sup> Administrative Meeting on Nov. 22<sup>nd</sup>, 2003  
Amended (Articles 1, 3, 4, 5, 7, & 10) in the 303<sup>rd</sup> Administrative Meeting on Apr. 14<sup>th</sup>, 2004  
Amended (Articles 10) in the 304<sup>th</sup> Administrative Meeting on May. 12<sup>th</sup>, 2004  
Amended (Articles 10) in the 305<sup>th</sup> Administrative Meeting on Jun. 17<sup>th</sup>, 2004  
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Amended (Article 5) in the 313<sup>rd</sup> Administrative Meeting on Jun. 22<sup>nd</sup>, 2005  
Amended (Articles 4 & 10) in the 315<sup>th</sup> Administrative Meeting on Oct. 26<sup>th</sup>, 2005  
Amended (Article 10) in the 321<sup>st</sup> Administrative Meeting on Jun. 21<sup>st</sup>, 2006  
Amended (Articles 10) in the 323<sup>rd</sup> Administrative Meeting on Oct. 25<sup>th</sup>, 2006  
Amended (Article 5) in the 343<sup>rd</sup> Administrative Meeting on Apr. 22<sup>nd</sup>, 2009  
Amended (Article 8) in the 354<sup>th</sup> Administrative Meeting on Aug. 25<sup>th</sup>, 2010  
Amended (Articles 4, 5, & 10) in the 358<sup>th</sup> Administrative Meeting on Nov. 24<sup>th</sup>, 2010  
Amended (Articles 4, 5, & 10) in the 359<sup>th</sup> Administrative Meeting on Dec. 29<sup>th</sup>, 2010  
Amended (Article 4) in the 363<sup>rd</sup> Administrative Meeting on Jun. 22<sup>nd</sup>, 2011  
Amended (Article 6) in the 364<sup>th</sup> Administrative Meeting on Sep. 7<sup>th</sup>, 2011  
Amended (Article 4) in the 364<sup>th</sup> Administrative Meeting on Jan. 4<sup>th</sup>, 2012  
Amended (Article 4 & 5) in the 374<sup>th</sup> Administrative Meeting on Dec. 12<sup>nd</sup>, 2012  
Amended (Article 5) in the 383<sup>rd</sup> Administrative Meeting on Feb. 19<sup>th</sup>, 2014  
Amended (Article 9) in the 387<sup>th</sup> Administrative Meeting on Sep. 10<sup>th</sup>, 2014  
Amended (Article 5) in the 383<sup>rd</sup> Administrative Meeting Jan. 7<sup>th</sup>, 2015  
Amended (Article 4) in the 400<sup>th</sup> Administrative Meeting Jun. 15<sup>th</sup>, 2016  
Amended (Article 10) in the 404<sup>th</sup> Administrative Meeting Jan. 4<sup>th</sup>, 2017  
Amended (Article 4) in the 407<sup>th</sup> Administrative Meeting Apr. 19<sup>th</sup>, 2017  
Amended (Article 10) in the 424<sup>th</sup> Administrative Meeting May. 8<sup>th</sup>, 2019

Article 1 The following guidelines are promulgated by the University for the purpose of letting the students understand the details and procedures regarding the payment of miscellaneous fees, credit fees, and other expenses.

Article 2 All students in NCHU must complete the payment for all kinds of fees in each semester according to the procedures specified in the guidelines.

Article 3 Miscellaneous fees, credit fees, internship fees, and expenses for the regular registered students in each semester shall be paid according to fee scale announced annually by the University. Extension Program students shall pay the fees each term according to the fee scale stipulated for each program. All students with the exception of those who are eligible for tuition reduction shall pay the full amount of fees.

Article 4 Payment items for each different classes in each semester are as followed:

1. Undergraduates: all class levels (including super seniors who have enrolled for more than 9 credits) shall pay the miscellaneous fees.

Super seniors who take less than 9 credits are not required to pay the miscellaneous fees but shall pay the credit fees.

Super seniors participating in academic exchange programs abroad must pay the insurance fee before departure. Upon returning NCHU, they must pay the credit fees based on the number of transferred credits. The fee scale is the same as above-mentioned scale.

Students who take more than 25 credits (excluding educational program and

physical education credits) or take the same course for the third time shall pay the "Excessive and Repeat Credit Fees." (super seniors are exempted from this stipulation).

2. Master's/PhD programs: Master and PhD students who enrolled before academic year 2011 shall pay both the basic miscellaneous fees and credit fees. Master and PhD students who enroll in or after academic year 2011 shall pay both the basic miscellaneous fees and credit fees during the first 4 semesters (students taking a leave of absence are exempted from paying said fees). Master and PhD students are only required to pay basic miscellaneous fees starting the 5th semester.
3. Undergraduate Extension Programs: All students shall pay the credit fees but not the miscellaneous fees.
4. Master's programs for Working Professionals and Industry Professionals: All students shall pay both the basic miscellaneous fees and the credit fees.
5. Educational programs and other promotional programs: All students shall pay as specified.
6. Students who audit classes shall pay the "registration fees" and the credit fees, laboratory fees, and material fees as required.
7. Students from other universities audit internship courses shall pay the additional "Experiment and Internship Material Fee" required by the relevant offices

In addition to the above fees, students are required to pay "Language Lab Fees" and "Computer and Internet Usage Fees" pursuant to relevant regulations.

Article 5 Special fees for different classes in NCHU are as follows:

1. Fees for summer courses are the same as the credit fees for extension education programs for undergraduates regardless of which college the course falls under. Fees for noncredit or internship courses are in accordance to the instructor's hourly pay. Defense education programs and sports programs are calculated and paid based on Line 6.
2. Master's and PhD students who enrolled before academic year 2011 and students enrolled in the Graduate Programs for Working Professionals and Industry R&D Professionals who take undergraduate courses shall pay the same credit fees as undergraduate students (regardless of which college the students belong to). The said students shall pay credit fees according to the fee scale for extension programs undergraduates.  
Undergraduate students who enrolled before academic year 2011 and take master's /PhD courses shall pay the same credit fees as graduate students for those courses (regardless of the college which the students belong to).
3. Students in the Master's Program for Working Professionals or Program for Industry R&D Professionals who take courses in other programs (e.g. PhD

program, master's program, undergraduate, or undergraduate extension programs) and do not intend to have the said course credits counted toward graduation may follow the same credit fee scale as regular graduate students or extension program undergraduates.

4. Students in the Master's Program for Working Professionals who have already completed the required credits for graduation but still take additional courses in the department (graduate institute or class) shall follow the same credit fee scale as regular graduate students.
5. Credit fee scale for courses offered by the General Education Center and the Center of Teacher Education is the same as that for undergraduate extension education programs in the College of Arts.
6. Graduate students or extension program undergraduates who take physical education or national defense education shall pay the credit fees according to the number of hours taught weekly in accordance with the credit fee scale of the College of Arts.

Article 6 Means of making payments to NCHU:

1. Miscellaneous fees and internship fees: students shall print the payment form from the NCHU website and pay fees at the designated bank.
2. Credit fees:

**For students in extension education programs:**

First-year, second-year, and third-year students shall pay the "basic credit fee" of 12 credits using the self-printed payment form from the NCHU website. Fourth-year and Fifth-year students (excluding students who extended their duration of study) shall pay the "basic credit fee" of 9 credits. In the event where the aforementioned students take less than 9 credits, any superfluous payments will be refunded after students finalize their selected courses.

**For non extension program undergraduates:**

Students shall pay the credit fees after finalizing their course selection. All credit fees shall be paid at the designated bank using the NCHU payment form.

Article 7 Deadlines for all payments to NCHU:

1. Miscellaneous fees and internship fees shall be paid prior to courses selection in the beginning of the semester.
2. The "basic credit fee" for extension program undergraduates shall be paid prior to course selection in the beginning of the semester.
3. The rest of the credit fees shall be paid a month after the course addition/dropping deadlines; students who fail to make payments before the deadline will be dropped out of the selected course.

Article 8 Students on student loans shall submit relevant documents to the Division of Student Life (Extension program undergraduates shall submit said documents to

the “Student Assistantship Division”) as proof of payment.

Article 9 Students who fail to select courses or make payments on time are treated as students with incomplete registration. NCHU may order the said students to withdraw from school or face other disciplinary actions.

Article 10 The rules for fees and refund are as follows:

1. Newly admitted graduate students and transferred undergraduate students who apply for withdrawal from school before the recruitment deadline shall be refunded the full payment after the processing fees are subtracted. The tuition refund policy for students applying for suspension or withdrawal after the recruitment deadline are specified in the following paragraphs. The tuition refund policy for students in specially contracted classes (such as industrial development master’s program for working professionals) applying for suspension or withdrawal are specified in the following paragraphs; however, relevant rights and obligations (e.g. violation of the contract, and compensation) shall be governed by the contract.
2. New students who are on the waiting list for withdrawal shall pay the administration fees following the rules stated in the above paragraph. Other students applying for suspension of study or withdrawal from school before the beginning of the class do not need to pay the fees. Those who have paid the fees will be refunded the full amount except the safety insurance fee. Safety insurance fee shall be fully refunded to those applying for withdrawal but not those applying for suspension of study.
3. Student applying for suspension or withdrawal before classes lapse for less than 1/3 of the semester (according to NCHU calendar), shall be refunded 2/3 of the fees (basic miscellaneous fees and basic credit fees). 2/3 of the safety insurance fee shall be refunded to the aforementioned students applying for withdrawal from school, but non-refundable to those applying for suspension of study.
4. Students applying for suspension or withdrawal after classes lapse for less than 2/3 of the semester (according to NCHU calendar) shall be refunded 1/3 of the fees (basic miscellaneous fees and basic credit fees). 1/3 of the safety insurance fee shall be refunded to the aforementioned students applying for withdrawal from school, but non-refundable to those applying for suspension of study.
5. Payments by student applying for suspension or withdrawal after classes lapse for more than 2/3 of the semester (according to NCHU calendar) will not be refunded.
6. Administration fees stated in sub-paragraph one is set at 5% of the total sum of the minimum fees in each program:  
Undergraduate: tuition and miscellaneous fees.  
Extension Program: fees for 14 credits



Graduate Institute: basic miscellaneous fees and 6 credit fees.

7. Students who are permitted to withdraw from a course after the course adding/dropping deadline but before 1/3 of the semester has lapsed (according to NCHU calendar) will not be refunded the credit fees. However, students in Extension Programs can apply for refund within nine weeks after the registration date of the semester with credits shown on the deadline of online course selection. Applications submitted after this date will not be processed.
8. Refund of fees other than miscellaneous fees (basic miscellaneous fees, basic credit fees), credit fees, and safety insurance fee are governed by the regulations and guidelines of the relevant offices.

Article 11 Other relevant laws and regulations shall apply to areas which the guidelines herein do not address.

Article 12 These guidelines are effective and enforced as of the date of promulgation approved by the University President with the pre-approval from Executive Meeting. Amendments of the said guidelines shall undergo the same process.

國立中興大學

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