

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

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 (Article 10) in the 305<sup>th</sup> Administrative Meeting on Jun. 17<sup>th</sup>, 2004  
Amended (Articles 5, 6, & 8) in the 311<sup>st</sup> Administrative Meeting on Apr. 13<sup>rd</sup>, 2005  
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 on Jan. 7<sup>th</sup>, 2015  
Amended (Article 4) in the 400<sup>th</sup> Administrative Meeting on Jun. 15<sup>th</sup>, 2016  
Amended (Article 10) in the 404<sup>th</sup> Administrative Meeting on Jan. 4<sup>th</sup>, 2017  
Amended (Article 4) in the 407<sup>th</sup> Administrative Meeting on Apr. 19<sup>th</sup>, 2017  
Amended (Article 10) in the 424<sup>th</sup> Administrative Meeting on May. 8<sup>th</sup>, 2019  
Amended (Articles 7, 9 & 12) in the 427<sup>th</sup> Administrative Meeting on Oct. 9<sup>th</sup>, 2019  
Amended (Article 5) in the 436<sup>th</sup> Administrative Meeting on Nov. 11<sup>th</sup>, 2020  
Amended (Articles 3& 4) in the 440<sup>th</sup> Administrative Meeting on May. 5<sup>th</sup>, 2021  
Amended (Article 5) in the 459<sup>th</sup> Administrative Meeting on Dec. 20<sup>th</sup>, 2023  
Amended (Article 5) in the 436<sup>th</sup> Administrative Meeting on Jun. 26<sup>th</sup>, 2024  
Amended (Articles 4-11) in the 472<sup>nd</sup> Administrative Meeting on Jun. 25<sup>th</sup>, 2025  
[Amended \(Article 9\) in the 476<sup>th</sup> Administrative Meeting on Dec. 31<sup>st</sup>, 2025](#)

**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; credit fees will be determined by standards set forth by the college (major, department, or degree program) offering the course (not the student's college of study). 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. Undergraduate Programs:

- (1) Students within the prescribed study period: shall pay the full tuition and miscellaneous fees according to their college.
- (2) Students in the extended study period (hereinafter referred to as

"extended study students"): Before the 2025 academic year (inclusive), extended study students taking more than 9 credits per semester shall pay the full tuition and miscellaneous fees according to their college. Those taking fewer than 9 credits shall pay credit fees, calculated per credit in accordance with the fee standards of the Undergraduate Extension Program.

Starting from the 2026 academic year, the payment scheme is as follows:

- I . Extended study students taking 10 credits or more shall pay the full tuition and miscellaneous fees according to their college.
  - II . Extended study students taking fewer than 10 credits shall pay both miscellaneous fees and credit fees. Credit fees are calculated according to the standards of the Undergraduate Extension Program and the actual number of credits enrolled in that semester. The miscellaneous fees are calculated as follows:
    - ( I ) For 3 credits or more but fewer than 10 credits: miscellaneous fees are paid in proportion to the percentage of credits taken divided by 10.
    - ( II ) For 0 to fewer than 3 credits: 30% of the miscellaneous fees of the respective college shall be paid.
  - III . Credit fees for physical education courses and teacher education programs shall follow Article 5 and are not included in the calculation of the above credit total.
- (3) Extended study students participating in exchange programs abroad must first pay the student insurance fee. Upon returning, they must pay credit fees according to the number of transferred credits. If the number of transferred credits is 10 or more, the student shall pay the full tuition and miscellaneous fees according to their college.
2. Master's and Doctoral Programs:
- (1) Students enrolled before the 2011 academic year shall pay both the basic miscellaneous fees and credit fees.
  - (2) Students enrolled in or after the 2011 academic year shall pay the basic miscellaneous fees and the basic credit fees during the first four semesters of study (excluding semesters of leave). Starting from the fifth semester, only the basic miscellaneous fees shall be charged.
3. Undergraduate Extension Programs:
- (1) All students shall pay credit fees but are exempt from miscellaneous fees.
  - (2) Students within the prescribed study period:

- First- to third-year students shall pay the “basic credit fee” equivalent to 12 credits in advance.
- Fourth- to fifth-year students shall pay the “basic credit fee” equivalent to 9 credits in advance.

After course selection is finalized, the actual credit fees shall be adjusted accordingly (refunds or additional payments made).

- (3) Extended study students: shall pay the credit fees according to the number of credits taken in that semester after course selection is finalized.
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 zero-credit, internship, or physical education courses are in accordance to the instructor’s hourly pay. Defense education programs and sports programs are calculated and paid based on Line 7.
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. Undergraduate extended study students, undergraduate extension program students, or graduate students who take the following courses shall pay additional credit fees:
  - (1) General Education Courses: Credit fees shall follow the undergraduate extension program fee scale of the College of Arts.
  - (2) Physical Education Courses: Fees shall follow the undergraduate extension program fee scale of the College of Arts and shall be calculated according to the number of weekly teaching hours.
6. Students of all programs who elect courses under the Teacher Education Program shall pay additional credit fees according to the undergraduate extension program fee scale of the College of Arts.
7. 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.
8. Students who spend the entire semester in off-campus internships will be charged total tuition and four-fifths of miscellaneous fees.

Article 6 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.

Article 7 Students on student loans shall submit relevant documents to the Division of Student Life within prescribed period as certification of completed payment.

Article 8 For students who fail to make payments on time, NCHU may order the said

students to withdraw from school or face other disciplinary actions.

Article 9 The rules for fees and refund are as follows:

1. Students applying for suspension of study or withdrawal from school, and graduate students who have completed graduation and departure procedures, shall be refunded according to the following regulations:
  - (1) Before the beginning of 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 for all students except for those applying for suspension of study.
  - (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) 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. Other regulations regarding refund of credit fees are as follows:
  - (1) Students may apply to withdraw from courses from the fourth week through the sixth week of the semester (according to NCHU calendar). Credit fees for courses withdrawn during this period shall still be charged according to the fee standards of the respective college, department, graduate institute, or degree program, and will not be refunded. Applications for course withdrawal submitted after the sixth week of the semester will not be processed, and the credit fees shall not be refunded.

(2) Refunds for “basic credit fees” paid by students in Extension Programs shall follow the principle of refunding overpayment and supplementing underpayment. Students who have overpaid may apply for a refund based on the actual number of credits selected as of the last day of the third week of the semester (according to NCHU calendar). However, applications must be submitted no later than the deadline for suspension of study applications for the semester (inclusive). Applications submitted after this date will not be processed. Course withdrawals and refund procedures from the fourth week onward shall be handled in accordance with the preceding subparagraph.

3. 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 10 Other relevant laws and regulations shall apply to areas which the guidelines herein do not address.

Article 11 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.