

## 休、退學退費申請注意事項

### The rules for fees and refund about Suspension, Withdrawal

- 一、 研究所新生及大學部轉學生於學校招生遞補截止日(含)前申請退學者，扣除行政手續費後，全額退費；申請休學者及逾學校招生遞補截止日後始申請休、退學者，依下列各款規定辦理退費。訂有合約之特殊班別(如產業研發碩士專班)之學生申請休、退學者，依下列各款辦理退費，其相關權利義務(如違約賠償等)仍依其合約辦理。

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.

- 二、 有遞補作業之新生申請退學須依照前款規定繳交行政手續費外，其餘學生於上課日(含)之前申請休、退學者，免繳費用，已收費者，除平安保險費外，全額退費。平安保險費，退學者全退，休學者不退還。

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.

- 三、 上課未超過學期三分之一（以校訂行事曆註明之日期為準）而休、退學者，所繳學雜費（學雜費基數、基本學分費）與學分費均退還三分之二。平安保險費，退學者退三分之二，休學者不退還。

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.

- 四、上課未超過學期三分之二（以校訂行事曆註明之日期為準）而休、退學者，所繳學雜費（學雜費基數、基本學分費）、學分費均退還三分之一。平安保險費，退學者退三分之一，休學者不退還。

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.

- 五、上課已超過學期三分之二（以校訂行事曆註明之日期為準）而休、退學者，所繳各費均不退還。

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.

- 六、第一款所稱行政手續費係以各學制所繳交下列費用總合之百分之五計算，各學制並以各學院之最低值為（收費）標準。

大學部：學費及雜費。

進修部：14 個學分之學分費。

研究所：學雜費基數及 6 個學分之學分費。

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.

- 七、加退選課以後，未逾學期三分之一（以校訂行事曆註明之日期為準），而學生獲准退選課程時，其退選科目之學分費均不退還。

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.

- 八、學雜費（學雜費基數、基本學分費）、學分費與平安保險費以外之其他各項

特定收費，依據各單位相關規定辦理退費。

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.