

# Guidelines Governing Payment of Credit Fees at National Central University

Approved by a meeting of the Academic Affairs Committee on October 12, 2005

Amended and approved by a meeting of the Academic Affairs Committee on June 11, 2008

Amended and approved by a meeting of the Academic Affairs Committee on January 07, 2009

- Article 1 These guidelines are prescribed by National Central University (hereinafter referred to as “the University”) s in the interest of processing matters pertaining to the payment of student course credit fees.
- Article 2 Graduate students studying in any of the University’s various departments, institutes, and special or degree-conferring programs as well as part-time students, students studying in the Center for Teacher Education, and undergraduate students who have extended their term of study and taking nine credits or less shall all pay course credit fees.
- Article 3 The standards for the payment of credit fees are as follows:
1. The credit fees of students taking courses in a graduate-level professional development program, the Center for Teacher Education or summer session shall be paid in accordance with the standards set by the department or center that is offering those courses.
  2. Beginning with the 2008-2009 academic year, when registering for classes, students enrolled in doctoral program shall pay basic credit fees in addition to their tuition and fees. Those failing to do so shall be asked to withdraw from the University.
    - (1) The calculation of basic credit fees for doctoral students shall be based on the proportion average of the minimum number of credit hours required for a doctoral degree as specified in the *Study Regulations* for the year in which the student is first enrolled in the University to be paid at a prorated rate over the first four semesters in which the student is enrolled. These prorated credit fees must be paid during registration together with tuition and miscellaneous fees required of students during the year in which they register for classes.
    - (2) Beginning with their 5th semester, graduate students need no longer pay basic credit fees. However, students who have been demoted to a lower grade level or transferred to another department or institute or have been accepted into a doctoral program through the direct-entry channel shall pay the standard fees their department or institute requires of students studying at that grade level.
    - (3) The calculation of the credit fees for all other students shall be made on the basis

of the actual number of credit hours and paid in accordance with the standards for that academic year as set by the department, institute, special- or degree program in which they are enrolled.

Article 4 Students enrolled at other institutions who are taking courses at the University shall pay course credit fees in accordance with the standards as set by the University department offering these courses. Students taking courses in the University's Teaching and Learning Development Center shall pay in accordance with the fee standards set by the University's College of Liberal Arts.

Article 5 Students paying credit fees in accordance with Article 3, Subparagraph 1 and 3, must pay all necessary fees within the payment deadline announced for that semester. Those who fail to pay the fees within the deadline shall be regarded as having not completed the course selection process and shall be automatically dropped from all courses requiring the payment of a credit fee.

Article 6 Students who have completed the fee payment procedures before suspending studies or withdrawing from the University shall have their fees refunded in accordance with the following standards:

1. Transfer students and new students admitted into a program through the late-vacancy admission track who withdraw from the University or relinquish their enrollment status prior to the enrollment deadline for this admission track shall have whatever tuition and fees they have paid refunded minus a 5 percent administrative fee.
2. Those applying for a suspension of studies or withdrawal from the University or maintenance of student status prior to the registration deadline shall not be are not required to pay fees.
3. Those applying for a suspension of studies or withdrawal from the University or maintenance of student status after classes have begun but before one-third of the semester has been completed (according to the University calendar) shall have two thirds of their paid basic tuition and fees refunded.
4. Those applying for a suspension of studies or withdrawal from the University or maintenance of student status after classes have begun but before two-thirds of the semester has been completed (according to the University calendar) shall have one-third of their paid basic tuition and fees refunded.
5. Those applying for a suspension of studies or withdrawal from the University or maintenance of student status after two-thirds of the semester has been completed (according to the University calendar) shall not receive any refund of tuition or fees.

Article 7 Those applying for a suspension or withdrawal from courses after having

completed the fee payment procedures shall not have their credit fees refunded.

Graduates of direct-admission doctoral program who retain schooling during the suspension of their program will not receive the refund of the credit fees of the semester retained.

Article 8 Matters not covered by these guidelines shall be conducted in accordance with the University's relevant rules and regulations.

Article 9 These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.