

# 國立中央大學學生離校退費作業要點

## National Central University Directions on Refunds for School-Leaving Students

102 年 11 月 4 日第 583 次行政會議通過

Approved at the 583rd NCU Executive Council Meeting on Nov. 4, 2013

- 一、 為辦理本校學生休學、退學、學期中畢業離校之退費相關事宜，依教育部「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」及本校學則第八條規定訂定本要點。

Article 1 National Central University (hereinafter referred to as NCU) Directions on Refunds for School-Leaving Students (hereinafter referred to as the Directions) were stipulated per the Regulations for Tuition and Incidental Fees of Junior Colleges and Institutions of Higher Education and the Regulations for Collecting Fees from Students at Junior Colleges and Institutions of Higher Education regulated by the Ministry of Education and Article 8 of National Central University Study Regulations to deal with refunds for students who finish the application process of suspension of studies, withdrawal from school, or early graduation in mid-semester.

- 二、 本校學生申請休學、退學及學期中畢業離校，其學雜費(含學雜費基數、學分費)依下列規定比例辦理退費：
- (一)註冊日(含)之前申請休學、退學、保留學籍者免繳費。新生應先完成註冊程序始可辦理休學，註冊日(含)之前申請休學者退還所繳各費。
  - (二)註冊日之次日起至上課日之前一日申請休學、退學者，退還學費(或學雜費基數)三分之二，雜費(或學分費)及其餘各費全部退還。註冊日與上課日同一天者，本項目不適用。
  - (三)上課日後，未逾學期三分之一申請休學、退學及核准畢業離校者，退還學雜費(或學分費、學雜費基數)及其餘各費總和三分之二。
  - (四)上課日後，逾學期三分之一，未逾學期三分之二申請休學、退學及核准畢業離校者，退還學雜費(或學分費、學雜費基數)及其餘各費總和三分之一。

(五)上課日後，逾學期三分之二申請休學、退學及核准畢業離校者，所繳各費，不予退還。

Article 2 NCU students who apply for suspension of studies, withdrawal from school, or early graduation in the mid-semester may claim a refund of the paid tuition fee (including baseline tuition and credit fees) in proportion based on the following rules:

1. Students who apply for suspension of studies, withdrawal from school, or admission deferral before (or on) the registration day of the semester need not pay the tuition fee. New students must complete all the enrollment procedures before applying for suspension of studies. Students will have a full refund of tuition and incidental fees if they complete the suspension procedure before (or on) the registration day.
2. Students who apply for suspension of studies or withdrawal from school from the day after the registration day to the day before the first day of class may have a refund of two-thirds of the tuition fee (or the baseline tuition) and a full refund of incidental fees (or the credit fee) and other fees. However, this paragraph does not apply if the registration day and the first day of class are on the same date.
3. Students who apply for suspension of studies, withdrawal from school, or early graduation after the first day of class yet before the day reaching one-third of the semester may have a refund of two-thirds of the sum total of the tuition fee, the incidental fees (or baseline tuition and credit fees), and other fees.
4. After the first day of class, students who apply for suspension of studies, withdrawal from school, or early graduation after the day reaching one-third of the semester yet before the day reaching two-thirds of the semester may have a refund of one-third of the sum total of the tuition and incidental fees (or baseline tuition and credit fees) and other fees.
5. After the first day of class, students who apply for suspension of studies, withdrawal from school, or early graduation after the day reaching two-thirds of the semester will not have the paid tuition fee, the incidental fees, and other fees refunded.

三、 本作業要點所稱註冊日及學期三分之一、三分之二之計算，依正式

公告之校曆認定之。

Article 3 The recognition of the registration day and the days for reaching one-third of the semester and two-thirds of the semester stated in the Directions shall refer to the school calendar officially announced by NCU.

四、 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)之前申請退學或放棄者，扣除行政手續費(亦即應繳之學雜費、學分費、學雜費基數等費用總和百分之五)後，全額退費。

Article 4 Waitlisted freshman students and transfer students who apply for giving up their admission or withdrawing from school before (or on) the closing date for filling open seats may be charged an administrative fee (which is five percent of the sum total of the tuition fee, incidental fees, the credit fee, baseline tuition, and other fees) and have the rest of the paid fees fully refunded.

五、 前一學期已辦理休學，於次學期註冊日(含)前繼續辦理休學者，免繳費。

Article 5 Students who suspended their studies in the previous semester and wish to continue the suspension of their studies for the following semester should complete the application procedure for suspension of studies before (or on) the registration day of the following semester to be exempted from paying tuition and other fees.

六、 學生辦妥休學、退學或學期中畢業離校之研究生，始可辦理退費，並至出納組填寫退費欲撥入之帳戶資料。

Article 6 Only the students who completed the application procedure for suspension of studies or withdrawal from school, or the graduate students who completed their early graduation in the mid-semester can proceed to apply for a refund. Those who wish to have a refund should visit the Division of Cashier and fill out a form of their personal and bank account information.

七、 學雜費(含學雜費基數、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，依相關辦法辦理退費。

Article 7 In addition to tuition and incidental fees (including baseline tuition and credit fees), relevant administrative units shall review the nature and the usage of other types of fees and deal with the refund based on relevant regulations.

八、 本要點如有未盡事宜，悉依教育部及本校相關規定辦理。

Article 8 Implementation details not specified herein must be subject to relevant regulations stipulated by the Ministry of Education and NCU.

九、 本要點經行政會議通過後實施，修正時亦同。

Article 9 The Directions have been approved at the NCU Executive Council Meeting before their implementation. Any future amendments shall follow the same administrative procedures.