

National Sun Yat-sen University

Refunding Guidelines for Students Who Leave the University

Approved by the 6th Executive Council meeting in the 1st Semester of 2008 Academic Year, December 3, 2008

Approved by the 5th Executive Council meeting in the 1st Semester of 2013 Academic Year, October 16, 2013

- Article 1. The Refunding Guidelines were established in accordance with the Ministry of Education "Charging Guidelines of Tuition Fees for Colleges or Higher" and "Charging Guidelines of Fees for College or Higher" to handle the refunding of students who leave the University during the term due to suspension or withdrawal.
- Article 2. Tuition fees (basic tuition and incidental fees, credit fees) are refunded on a proportional basis for students applying for suspension or discontinuation in accordance with the following regulations:
- (1) No fees will be charged if the student applies for suspension or withdrawal before the enrollment date (incl.); all collected fees will be refunded in full.
 - (2) For students applying for suspension or discontinuation between the day after enrollment date and the day before start of class (semester), those on the tuition and incidental fees system shall have 2/3 of their tuition and all of their incidental fees refunded; those on the basic tuition, incidental fee and credit fees system shall have 2/3 of the basic tuition and incidental fees as well as all of their credit fees refunded.
 - (3) For students applying for suspension or discontinuation after the start of class but before 1/3 of the semester has passed, those on the tuition and incidental fees system shall have 2/3 of their tuition and incidental fees refunded; those on the basic tuition, incidental and credit fees system shall have 2/3 of their basic tuition, incidental and credit fees refunded.
 - (4) For students applying for suspension or discontinuation after the start of class when 1/3 of the semester has passed but before 2/3 of the semester has passed, those on the tuition and incidental fees system shall have 1/3 of their tuition and incidental fees refunded; those on the basic tuition, incidental and credit fees system shall have 1/3 of their basic tuition, incidental and credit fees refunded.
 - (5) For students applying for suspension or discontinuation after the start of semester when 2/3 of the semester has passed, no tuition and incidental fees or basic tuition, incidental and credit fees shall be refunded.
- Article 3. Full refunds will be given to students in the first academic year and transfer students subject to the waiting list system who apply for discontinuation before the admission deadline (inclusive) for students on the waiting list.
- Article 4. No payment is necessary for students who already applied for suspension in the previous semester and is re-applying for suspension this semester as well.
- Article 5. Students in a Master's or Ph.D. program who apply for discontinuation during the semester shall have their tuition and incidental fees or basic tuition, incidental and credit fees refunded in accordance with Article 2 of the Guidelines.

- Article 6. The baseline date for calculation of refunds is determined as follows:
- (1) For a student applying for suspension or voluntary discontinuation, the baseline date for refunds should be the date that the student (or parent) formally applied for suspension or discontinuation with the Registration Division of the Office of Academic Affairs.
 - (2) For a student who placed on suspension or ordered to discontinue, the baseline date should be the date that the University's notice of suspension or discontinuation was delivered; if the student continued to study at the university pending their appeal (litigation) over suspension or discontinuation, the baseline date is the date of actual departure from the university.
 - (3) For students in a Master's or Ph.D. program who graduated during the semester, the baseline date for the calculation of their refund should be the date they completed all required procedures and received their diploma from the Registration Division of the Office of Academic Affairs.
- Article 7. A student applying for suspension or discontinuation should complete all required procedures within one week of the application date and deliver the suspension or discontinuation application to the Registration Division; if there is a delay due to factors that can be attributed to the student, the baseline is the date on which the Registration Division received the suspension or discontinuation application with all of the required procedures completed. The enrollment date, start of semester, as well how 1/3 and 2/3 of the semester are calculated are to be based on the official university calendar.
- Article 8. When students applying for suspension or discontinuation, or students in Master's and Ph.D. programs graduating during the semester, satisfy the refund criteria in Article 2 of the Guidelines, they should present the original of their fee payment receipt and the student's personal account details to the Payroll & Cashier of Office of General Affairs to apply for a refund; once the list of refunds have been compiled by the Payroll & Cashier Division and approved, the monies shall be refunded directly to the provided account.
- Article 9. Related units shall process the refunding of all fees other than tuition and incidental fees (basic tuition and incidental fees, credit fees) according to their nature and usage.
- Article 10. The Guidelines were approved by the Executive Council prior to implementation. Modifications shall follow the same procedure.