

國立中山大學學生離校退費作業要點

Refunding Guidelines for Students Who Leave the University

97年12月3日97學年度第一學期第6次行政會議通過

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

102年10月16日102學年度第一學期第5次行政會議通過

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

- 一、 為處理本校學生休學、退學、學期中畢業離校之退費相關事宜，特依據教育部「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」訂定本作業要點。
 - I. 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.
- 二、 本校學生申請休、退學，其學雜費(學雜費基數、學分費)依下列規定比例辦理退費：
 - II. 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:
 - (一) 於註冊日(含)之前申請休、退者，應免繳費；已收費者，全額退費。
 - (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.
 - (二) 於註冊日之次日起至上課(開學)日之前一日申請休、退學者，其採學雜費核算者，退還學費三分之二、雜費全部退還；其採學雜費基數、學分費核算者，退還學雜費基數三分之二、學分費全部退還。
 - (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.
 - (三) 於上課(開學)日(含)之後而未逾學期三分之一申請休、退學者，其採學雜費核算者，學費、雜費各退還三分之二；其採學雜費基數、學分費核算者，退還學雜費基數、學分費

各三分之二。

- (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.
- (四) 於上課(開學)日(含)之後逾學期三分之一，而未逾學期三分之二申請休、退學者，其採學雜費核算者，學費、雜費各退還三分之一；其採學雜費基數、學分費核算者，退還學雜費基數、學分費各三分之一。
- (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.
- (五) 於上課(開學)日(含)之後逾學期三分之二申請休、退學者，所繳學費、雜費、學雜費基數、學分費，不予退還。
- (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.

- 三、 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)之前申請退學者，全額退費。
- III. 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.
- 四、 前一學期已辦理休學，次學期再繼續辦理休學者，免繳費。
- IV. 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.
- 五、 碩、博士班學生於學期中畢業離校者，比照本要點第二點標準辦理學費、雜費、學雜費基數、學分費之退費。
- V. Students in a Master's or Ph.D. program who apply for discontinuation during the semester shall have their tuition and incidental feels or basic

tuition, incidental and credit fees refunded in accordance with Article 2 of the Guidelines.

六、 退費計算基準日如下：

VI. The baseline date for calculation of refunds is determined as follows:

(一) 申請休學或自動退學者，其退費應依學生(或家長)向教務處註冊組正式提出休、退學申請之日為計算基準日。

(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.

(二) 勒令休、退學者，其退費應依學校休、退學通知送達之日為計算基準日；但因進行休、退學申復(訴)而繼續留校上課者，以實際離校日為計算基準日。

(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.

(三) 學期中畢業之碩、博士班學生，其退費依辦妥離校手續，至教務處註冊組簽領畢業證書之日為計算基準日。

(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.

七、 休、退學之學生應於休、退學申請日後一週內完成離校手續，並將休、退學申請書交至註冊組；其有因可歸責學生之因素而延宕者，則以註冊組收到辦完離校手續之休、退學申請書當日為計算基準日。

VII. 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.

- 八、 本作業要點所稱註冊日、上課(開學)日，及學期三分之一、三分之二之計算，依正式公告之行事曆認定之。
- VIII. 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.
- 九、 學生辦理休、退學，或學期中畢業碩、博士班學生，合於本要點第二點之退費標準時，請備妥繳費收據正本及學生本人帳戶資料，交本校總務處出納組辦理退費；出納組造冊奉核後，將款項逕退入帳戶完成退費。
- IX. 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.
- 十、 就學貸款學生於財政部財稅中心資格審查結果回覆前休、退學或畢業者，必須補繳學雜費(學雜費基數、學分費)；於審查結果回覆後，貸款銀行撥款至學校前休、退學或畢業者，應先至出納組依本要點第二點規定重新核計應繳金額後，再至貸款銀行更改貸款金額；於貸款銀行撥款至學校後休、退學或畢業者，本校依第二點退費標準將退費款項繳回貸款銀行。
- 十一、 學雜費(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，辦理退費。
- XI. 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.
- 十二、 本作業要點經行政會議通過後實施，修正時亦同。
- XII. The Guidelines were approved by the Executive Council prior to implementation. Modifications shall follow the same procedure.