

National Sun Yat-Sen University

Refunding Guidelines for Students who Leave the University

Modified and approved at the 64th meeting during the 1st semester of the 2008 academic year, December 03, 2008

- Article 1 The Guidelines are established according to the “Charging Guidelines of Tuition and Incidental Fees for Colleges or Higher”, “Charging Guidelines of Fees for College or Higher” and “Refunding Guidelines for Students Suspending or Discontinuing Their Schooling” for dealing with the refunding affairs for the students who are suspended or discontinue their schooling.
- Article 2 The tuition and incidental fees (basic tuition and incidental fees, credit fees) are calculated proportionally as follows for the students who suspend or discontinue their schooling:
- (1) No fees will be charged if the student suspends or discontinues his/her schooling before the enrollment day (incl.), and all fees charged will be fully refunded.
 - (2) 2/3 of the tuition and all of the incidental fees (calculated by tuition and incidental fee) or 2/3 of the basic tuition and incidental fee and all of the credit fees (calculated by basic tuition and incidental fee and credit free) will be refunded for a student who suspends or discontinues his/her schooling during the period from the day next to the enrollment day to the day before start of the semester.
 - (3) 2/3 of the tuition and 2/3 of the incidental fees (calculated by tuition and incidental fee) or 2/3 of the basic tuition and incidental fee and 2/3 of the credit fee (calculated by basic tuition and incidental fee and credit free) will be refunded for a student who suspends or discontinues his/her schooling during the period from the day (incl.) on which the semester starts to the day on which the semester proceeds no more than 1/3.
 - (4) 1/3 of the tuition and 1/3 of the incidental fees (calculated by tuition and incidental fee) or 1/3 of the basic tuition and incidental fee and 1/3 of the credit fee (calculated by basic tuition and incidental fee and credit free) will be refunded for a student who suspends or discontinues his/her schooling during the period from the day (incl.) on which the semester starts to the day on which the semester proceeds more than 1/3 and no more than 2/3.
 - (5) No tuition, incidental fees, basic tuition and incidental fees, or credit fees will be refunded for a student who suspends or discontinues his/her schooling during the period from the day (incl.) on which the semester starts to the day on which the semester is more than 2/3 completed.
- Article 3 Full refunds will be given to a student of the first academic year and transfer students who are subject to the vacancy-filling system and make the application before expiration of the recruitment for filling the vacancy.
- Article 4 No payment needs to be made for a student who suspended his/her schooling in the

previous semester and continues the suspension in the current semester.

Article 5 A student of the Master's or PhD program who graduates and leaves the university during the semester is subject to Article 2 of the Guidelines for refunding of the tuition, incidental fee, basic tuition and incidental fee and credit fee.

Article 6 The base day of the refunding is specified below:

(1) For a student who applies for suspension or automatic stoppage of the schooling, the base day of the refunding is the date on which the student (or his/her parent) officially applies for suspension or discontinuation of the schooling to the Registry Division of the Office of Academic Affairs.

(2) For a student who is compelled to suspend or stop the schooling, the base of the refunding is the date on which he/she receives the notice of the suspension and discontinuation issued by the university. In case the student still stays at the university and takes courses during the appeal against the order of the said suspension or discontinuation, the base day is the date on which the student actually leaves the university.

(3) For a student of the Master's or PhD program who leaves the university during the semester, the base day of the refunding is the date on which he/she finishes the all required procedures and receives the diploma from the Registry Division of the Office of Academic Affairs.

Article 7 A student who suspends or stops his/her schooling must finish all required procedures within one week after making the application for the suspension or discontinuation of schooling, and submit the application to the Registry Division of the Office of Academic Affairs. If any delay occurs due to factors attributable to the student, the base day of the refunding shall be the date on which the Registry Division receives the application form after the student has finished all required procedures.

Article 8 The enrollment date, start date of the semester, and 1/3 or 2/3 of the semester are calculated according to the calendar of the university.

Article 9 A student who suspends or stops his/her schooling or graduates during the semester and meets the requirements of the refunding specified in Article 2 may request the refund from the Payroll & Cashier Division of the Office of General Affairs against the original of the receipt and the bank account information of the student. The Payroll & Cashier Division will refund to the bank account of the student after the request is approved.

Article 10 A student who applies for a student loan and suspends or stops his/her schooling or graduates during the semester before reply of the Financial Data Center, Ministry of Finance to the qualification review must pay the tuition and incidental fees (basic tuition and incidental fees, credit fees). A student who suspends or stops the schooling or graduates during the semester after replying to the qualification review and before appropriation of the amount to the university must apply to the Payroll & Cashier Division for recalculation of the amount to be paid according to Article 2 and goes to the loaning bank to change the amount of the loan. In case the student suspends or stops

his/her schooling after the bank makes the appropriation for the university, the refund will be returned to the bank according to Article 2 of the Guidelines.

Article 11 Related units shall deal with the refund of all costs other than the tuition and incidental fees (basic tuition and incidental fees, credit fees) according to their nature and usage.

Article 12 The Guidelines are implemented after being approved at the administrative meeting. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)