

National Changhua University of Education
Regulations for Students' Payment of Tuition and Miscellaneous Fees by
Installment

Approved by the Administrative Conference on April 8, 2009

- I. To support students' school attendance, our school grants students who have financial difficulty the option to pay tuition and miscellaneous fees by installment, thus relieving their financial difficulty and helping them to concentrate on their studies. To that end, these regulations have been established.
- II. Application conditions: Enrolled students that are unable to pay the tuition and miscellaneous fees cannot carry out the exemption process for tuition and miscellaneous fees shall apply for grants for vulnerable student groups or student loans specified by the Ministry of Education pursuant to these regulations and, once approved, may pay their tuition and miscellaneous fees by installment.
- III. Application period and installment plan: Handle prior to registration each semester and pay off balance in three stages.
 - Stage I: Pay 1/3 of the total tuition and miscellaneous fees on the registration date.
 - Stage II: Pay 1/3 of the total tuition and miscellaneous fees in the sixth week after the semester begins.
 - Stage III: Pay 1/3 of the total tuition and miscellaneous fees in the twelfth week after the semester begins.
- IV. Required documents for application:
 - (I) Application form.
 - (II) Copy of the household register (including all family members), proof of parents' financial situation or poverty-proving documentation issued by the head of the village within one month of the application.
 - (III) Receipt of payment of tuition and miscellaneous fees for this term.
- V. Those who apply to pay by installment but fail to make payments within each set period will be deemed as failing to complete the registration procedure and shall be asked to leave school pursuant to the provisions of Article 51 of the school's constitution. Those with temporary absence from school, who have dropped out of school, or who have graduated will be deemed as failing to carry out the leaving procedures and shall not be given proof for suspension of schooling or a graduation certificate.
- VI. These regulations shall be approved first by the Administrative Conference and then by the President before being implemented; and the same shall apply to any revisions.