

# 學雜費退費辦法

## Leave of Absence and Withdrawal Refund Policy

學雜費退費辦法：

- 一、本校休學、退學及提早畢業學生，在當學年度當學期持核准之離校手續單，依本校學生離校退費標準辦理退費。
- 二、本校學生離校退費標準如下：於開學日(含當日)前申請休、退學並辦妥離校手續者免繳費，已繳費者全額退費；於開學日(不含當日)之後申請休、退學者，以學期週數(18 週)為基準，每週為一單位，於開學當週申請休、退學並辦妥離校手續者，學雜費(含學分費)退費比例為17/18，每逾一週退費比例遞減1/18，惟逾學期2/3(即第13~18 週)申請休退學者，所繳學雜費(含學分費)不予退還。
- 三、學生如突遭特定重大災害而退學者，依學期週數(18 週)為基準，每週為一單位，按週數辦理退費，不受前項逾學期2/3 限制。  
(四)開除學籍之學生不得辦理退費手續。

### Leave of Absence and Withdrawal Refund Policy

- 1 NCUE students on suspension of study, withdrawal from study, and early graduation shall present the approved school departure procedures form in the current semester of the current academic year and apply for a refund in accordance with the NCUE student departure refund standards.
- 2 The NCUE student departure refund standards are as follows: Students who apply for suspension of study or withdrawal from study at the start of the semester (inclusive) and complete school departure procedures are not required to pay. Those who have completed payments shall receive a full refund. Students who apply for suspension of study or withdrawal from study and complete school departure procedures after the start of the semester (exclusive) shall receive a refund based on the total number of weeks in the semester (18 weeks). For those who apply for suspension of study or withdrawal from study and complete school departure procedures in the first week of the start of the semester, 17/18 of the tuition and miscellaneous fees (including credit fees) shall be refunded. The refund shall be decreased proportionally by 1/18 every week thereafter. However, students who apply for suspension of study or withdrawal from study after 2/3 of the semester has elapsed (i.e., the 13th to 18th week) shall not receive a refund for the tuition and miscellaneous fees (including credit fees) paid.
- 3 Students who withdraw from study due to a specific major disaster shall receive a refund based on the total number of weeks in the semester (18 weeks) and the restriction on the elapse of 2/3 of the semester shall not apply.
- 4 Students who are expelled may not apply for refunds.