

Tajen University

Student Tuition Refund Standards for Withdrawal or Leave

Withdrawal/Leave Time

Daytime Division (For those who have paid tuition and miscellaneous fees)

Continuing Education and Attached Continuing Education Colleges,
Continuing Schools (Including on-job programs, for those who have paid credit hour fees)

1. Applications for withdrawal or leave submitted on or before the registration day (including the day itself):
No fees are required, and those who have already paid will be fully refunded.
2. Applications for withdrawal or leave submitted from the day after the registration day up to the day before classes start:
Tuition will be refunded $\frac{2}{3}$, and all other fees will be fully refunded.
3. Applications for withdrawal or leave submitted after the start of classes (including that day) but before one-third of the semester has elapsed:
Tuition and other fees will be refunded $\frac{2}{3}$.
4. Applications for withdrawal or leave submitted after one-third of the semester has elapsed but before two-thirds of the semester has elapsed:
Tuition and other fees will be refunded $\frac{1}{3}$.
5. Applications for withdrawal or leave submitted after two-thirds of the semester has elapsed:
No refunds will be given.

Notes:

1. The standards for refunds upon withdrawal or leave due to various reasons adhere to the "Regulations on Tuition and Miscellaneous Fees for Institutions of Higher Education" Article 15 and "Regulations on Fees Charged to Students by Institutions of Higher Education" Article 8 set by the Ministry of Education.

2. The dates corresponding to one-third or two-thirds of the semester mentioned in this table are determined according to the academic calendar announced by our institution.
3. This table applies to all grades and divisions at our institution (including daytime and continuing education divisions, on-job programs, and attached continuing education colleges, etc.). However, freshmen in grades with a substitution system who wish to withdraw (without retaining student status) will be handled according to Note 4; those who apply for leave (retaining student status) will be processed according to this table.
4. For freshmen referred to in the previous item under a substitution system who wish to withdraw (without retaining student status) and submit their application before the deadline for admissions substitutions at our institution, only an administrative fee (limited to 5% of the paid fees) will be charged before a full refund is processed; if the application for withdrawal or leave is submitted after the deadline, it will be handled according to the provisions of this table.
5. For students who are extending their studies and were originally under a tuition and miscellaneous fees system, refunds will be processed under the credit hour fees system, unless it is specified by our institution that the tuition and miscellaneous fees system will continue to be used during the extended period of study.
6. For those who have taken out student loans at the time of applying for withdrawal or leave, the refund amount will be calculated according to the above conditions, and the refund method will be in accordance with the regulations set by the Ministry of Education or Bank of Taiwan.
7. Refunds of collected payments will be handled by the respective authorized collection agencies.

大仁科技大學學生休退學退費標準表

部別 休退學時間	日間部 (繳交學雜費者)	進修部及附設進修學院、進修專校 (含在職專班，繳交學分時數費者)
一、註冊日（包括當日）前申請休退學者	免繳費，已繳費者全額退費。	免繳費，已繳費者全額退費。
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	學費退還 2/3，雜費及其餘各費全部退還。	學分學雜費退還 2/3，其餘各費全部退還。
三、於上課（開學）日（包括當日）之後而未逾學期三分之一申請休、退學者	學雜費及其餘各費均退還 2/3。	學分學雜費及其餘各費均退還 2/3。
四、於上課（開學）日（包括當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者	學雜費及其餘各費均退還 1/3。	學分學雜費及其餘各費均退還 1/3。
五、於上課（開學）日（包括當日）之後逾學期三分之二申請休、退學者	所繳各費均不退還。	所繳各費均不退還。

說明：

1. 本校關於學生因故辦理休退學之退費基準悉遵照教育部「專科以上學校學雜費收取辦法」第 15 條及「專科以上學校向學生收取費用辦法」第 8 條規定辦理。
2. 本表所稱學期 1/3 或學期 2/3 之日期以本校公告行事曆為準。
3. 本表適用本校各年級正式學制班別（含日間部、進修部、在職專班及附設進修學院、進修專校等各學制）；惟有遞補制度之一年級新生擬退學（不保留學籍），另依說明 4 之規定辦理；其申辦休學者（保留學籍）仍依本表規定辦理。
4. 前項所稱有遞補制度之一年級新生擬退學（不保留學籍），於本校招生遞補截止前提出退學申請者，僅收取行政手續費（以所繳費用之 5% 為限）後辦理全額退費；若逾本校招生遞補截止日提出休退學者，依本表各規定辦理。
5. 延修生若原為學雜費制繳費，除依本校規定於延長修業期間仍採學雜費制繳費者外，適用學分學雜費制辦理退費。
6. 申辦退、休學時已辦就學貸款者，除依上開各項條件核計應退金額外，退費方式依教育部或臺灣銀行相關規定辦理。
7. 代收款項由各委託收款單位自行辦理退費事宜。