

附錄六 長榮大學學雜費退費基準表 Appendix 6 Tuition and Miscellaneous

Fee Standard Refund Policy

長榮大學114學年度學雜費退費基準表

CJCU Fee Refund Policy Table for Academic Year 2025 (114th Academic Year)

一、依專科以上學校學雜費收取辦法之附表二「專科以上學校學雜費退費基準表」規定辦理。

The refund shall be processed in accordance with **Appendix 2 of the Regulations on the Collection of Tuition and Miscellaneous Fees for Colleges and Universities: "Tuition and Miscellaneous Fee Refund Policy Table for Colleges and Universities."**

二、各項已繳費用退費標準及計算基準如下表所示：

The standards and calculation basis for the refund of each paid fee are shown in the table below.

已繳費項目 Payment Items	學費 tuition	雜費 miscellaneous fees	學分費 Credit fee	電腦及網路通訊 使用費 Computer and Internet/Network usage fee	語言教學實習費 Language Teaching Practicum/Internship fee
休、退學時間點 Time of Withdrawal					
上學期 每年8月1日起至註冊當日 註冊前、註冊後上課前 Fall semester: from August 1 each year until the day of registration Before registration / Before classes begin after registration	免繳費，已收費者，全額退費 (註：新生部分請參閱說明2) Students who are exempt from fees will not be required to pay. For students who have already paid, a full refund will be issued. (Note: For new students, please refer to Explanation 2.)				
下學期 每年2月1日起至註冊當日 註冊前、註冊後上課前 Spring semester: from Faburary 1 each year until the day of registration Before registration / Before classes begin after registration					
上學期 2025年9月9日至2025年10月17日，上 課未逾學期1/3 Fall Semester: September 9, 2025 ~ October 17, 2025, during this period, classes have not yet exceeded one-third of the semester.	退還2/3 A refund of two-thirds (2/3) of the fees will be granted.				
下學期 2026年2月24日至2026年4月2日，上課 未逾學期1/3 Spring Semester: February 24, 2026 ~ April 2, 2026, during this period, classes have not yet exceeded one-third of the semester.					
上學期 2025年10月20日至2025年11月28日， 上課逾學期1/3，未逾學期2/3 Fall Semester: October 20, 2025 ~ November 28, 2025, during this period, classes have exceeded one-third (1/3) but have not yet exceeded two- thirds (2/3) of the semester.	退還1/3 A refund of one-third (1/3) of the fees will be granted.				
下學期 2026年4月7日至2026年5月15日，上課 逾學期1/3，未逾學期2/3 Spring Semester: April 7, 2026 ~ May 15, 2026, during this period, classes have exceeded one- third (1/3) but have not yet exceeded two-thirds (2/3) of the semester.					
上學期 2025年12月1日至學期結束，上課逾學 期2/3 Fall Semester: December 1, 2025 ~ End of Semester, during this period, classes have exceeded two-thirds (2/3) of the semester.	不予退還 No refund will be granted.				
下學期 2026年5月18日至學期結束，上課逾學 期2/3 Spring Semester: May 18, 2026 ~ End of Semester, during this period, classes have exceeded two-thirds (2/3) of the semester.					
說明： 1.休、退學時間點之界定皆以本校公告行事曆之週次為準，每學期為十八週。（1）註冊前：指註冊日前（含註冊當日）。＊ 新生（含轉學生），依個別學制通知的註冊日為基準。（2）註冊後上課前：指註冊日的次日至上課（開學）日的前一日（不 含上課當日）。（3）上課未逾學期 1/3：指上課（開學）當日之隔日至第六週。（4）上課逾學期 1/3，未逾 2/3：指學期 第七週至第十二週。（5）上課逾學期 2/3：指學期第十三週起。 2.有遞補（備取）制度的一年級新生及轉學生辦理休學（保留學籍者）或退學（不保留學籍者）之退費原則：（1）於學校					

已繳費項目 Payment Items	學費 tuition	雜費 miscellaneous fees	學分費 Credit fee	電腦及網路通訊 使用費 Computer and Internet/Network usage fee	語言教學實習費 Language Teaching Practicum/Internship fee
休、退學時間點 Time of Withdrawal					

招生遞補截止日當前申請退學且已完成繳費者（不保留學籍者），扣除行政手續費後，餘額全退，行政手續費計算方式以當學期應繳納之學費、雜費或學分（時）數費等費用之總和的 5% 為原則；未繳費者需補繳行政手續費。（2）申請休學者（保留學籍者）及超過學校招生遞補截止日後，方提出申請休、退學者，依上表規定辦理退費。

3. 以學分（時）費收費者，係以實際修習學分時數計算退費金額，但是在加退選截止日前辦理休、退學者，因無選課及上課紀錄者，需以學則所訂該學制（學位學程、系、所、EMBA）當學期之最低應修習學分數計算退費金額；未訂最低應修習學分數之碩專班則以該學期該專班最低開課學分數為退費核算基準。

4. 因逾期未註冊被公告退學者，不需繳費。

Notes:

- Definition of Leave and Withdrawal Periods:** All dates for leave of absence or withdrawal are based on the weekly schedule published in the university's official academic calendar. Each semester consists of **eighteen weeks**.
 - Before Registration:** Refers to the period **up to and including the registration day**.
For new students (including transfer students), the applicable registration date shall be the one individually notified according to their program.
 - After Registration, Before Classes Begin:** Refers to the period **from the day after registration until the day before classes start** (excluding the first day of classes).
 - Classes Not Exceeding One-Third (1/3) of the Semester:** Refers to the period **from the day after classes begin through the end of week 6**.
 - Classes Exceeding One-Third (1/3) but Not Exceeding Two-Thirds (2/3) of the Semester:** Refers to **weeks 7 through 12 of the semester**.
 - Classes Exceeding Two-Thirds (2/3) of the Semester:** Refers to **week 13 onward**.
- Refund Principles for First-Year New Students and Transfer Students with a Waitlist System:**
 - For students who apply for withdrawal **before the university's waitlist deadline** and have already paid fees (without retaining student status), the **full balance will be refunded after deducting an administrative fee**. The administrative fee is generally **5% of the total tuition, miscellaneous fees, and credit/hourly fees** for the semester. Students who have not yet paid must settle the administrative fee.
 - For students who apply for leave (retaining student status) or withdrawal **after the waitlist deadline**, refunds shall be processed **according to the above table**.
- Refunds Based on Credit/Hourly Fees:**
Refunds are calculated based on the **actual number of credits or hours taken**. For students applying for leave or withdrawal **before the add/drop deadline**, if there is **no course enrollment or class record**, the refund will be calculated based on the **minimum number of credits required for the program** (degree program, department, EMBA, etc.) for that semester. For specialized programs without a set minimum credit requirement, refunds shall be calculated based on the **minimum credits offered for that program in the semester**.
- Students Withdrawn Due to Failure to Register on Time:** No fees are required.

三、計算基準日之認定：學生申請休學或自請退學者，其休、退學時間應依休、退學申請單上系(所)主管核章日期為計算基準日；其屬勒令退學者，退學時間依學校退學公告日為計算基準日。但因進行退學申復(訴)而繼續留校上課者，以實際離校日為計算基準日。

Determination of the Reference Date for Refund Calculation: For students applying for leave of absence or voluntary withdrawal, the date of leave or withdrawal shall be based on the date stamped by the department/graduate program head on the leave/withdrawal application form. For students who are compulsorily withdrawn, the date of withdrawal shall be based on the date of the university's official withdrawal announcement. However, if a student continues attending classes due to an appeal against the withdrawal decision, the actual date of leaving the campus shall be used as the reference date for refund calculation.

四、申辦退費須具備之證件：

Required Documents for Refund Application:

- (一) 完成休、退學申請流程的申請單正反面影本。
A photocopy of both front and back of the completed leave of absence or withdrawal application form.
- (二) 已完成繳費之學雜費繳費單學生收執聯正本。
The original student receipt of the tuition and miscellaneous fees that have already been paid.
- (三) 選擇下列退款方式須附之其他文件：
Additional documents required depending on the selected refund method:
 - 以電匯方式：附學生本人帳號之金融機構存摺影本，需自行負擔匯款費用。
For wire transfer: A photocopy of the student's bank account passbook or statement is required. **The student is responsible for all bank transfer fees.**
 - 以支票方式：均以郵局郵件寄送，須附回郵信封。
For refund by check: **Refunds will be sent via postal mail. A self-addressed stamped envelope must be provided.**

五、辦理學雜費減免或就學貸款學生於本校申請資料函送撥款單位審核前休、退學且不續辦者，須按本標準表之規定補繳差額；續辦者，辦理學雜費減免學生，依實際應繳學雜費減免；辦理就學貸款學生依本標準表之規定退費。

For Students Applying for Tuition and Miscellaneous Fee Reduction or Student Loans: If a student applies for leave of absence or withdraws before the application materials are sent to the funding agency for review and does not continue the process, the student must pay the difference according to this refund policy table. If the student continues the process: For tuition and miscellaneous fee reduction, refunds will be calculated based on the actual reduced amount of fees payable. For student loans, refunds will be processed in accordance with this refund policy table.

六、本標準表未盡事宜，敬請參照教育部「專科以上學校學雜費收取辦法」之規定辦理。

For matters not covered in this refund policy table, please refer to the "Regulations on the Collection of Tuition and Miscellaneous Fees for Colleges and Universities" issued by the Ministry of Education.