

Tuition & Fee Payment Guidelines for Junior College and University

Leave of Absence or Withdrawal Period	Leave of Absence and Withdrawal Refund	Remarks
1. Applicants for leave or withdrawal before the registration date (including the registration day).	Exemption from fees; for those already charged, full refund.	
2. Applicants for leave or withdrawal from the day after the registration date until the day before the start of classes (opening day).	Two-thirds refund of tuition fees, full refund of miscellaneous fees.	For those calculated based on credit tuition and miscellaneous fees or the base amount of tuition and miscellaneous fees, full refund of credit tuition and two-thirds refund of the base amount of tuition and miscellaneous fees (or credit tuition and miscellaneous fees).
3. Applicants for leave or withdrawal after the start of classes (including the start day) and before one-third of the semester has elapsed.	Tuition and miscellaneous fees refunded two-thirds.	For those calculated based on credit tuition and miscellaneous fees or the base amount of tuition and miscellaneous fees, a two-thirds refund of credit tuition and the base amount of tuition and miscellaneous fees (or credit tuition and miscellaneous fees) respectively.
4. Applicants for leave or withdrawal after one-third of the semester has elapsed but before two-thirds of the semester has elapsed from the start of classes (including the start day).	Tuition and miscellaneous fees refunded one-third.	For those calculated based on credit tuition and miscellaneous fees or the base amount of tuition and miscellaneous fees, a one-third refund of credit tuition and the base amount of tuition and miscellaneous fees (or credit tuition and miscellaneous fees) respectively.
5. Applicants for leave or withdrawal after two-thirds of the semester has elapsed from the start of classes (including the start day).	The paid tuition and miscellaneous fees are non-refundable.	
Remarks: <ol style="list-style-type: none"> 1. The calculation of registration dates, class commencement (start) dates, and semester durations are based on the official calendar announced by each school; if a school has not specified a registration date, the registration payment deadline shall be considered the registration date. 2. For students applying for leave of absence or withdrawing voluntarily, the date of official submission of the leave of absence or withdrawal application to the school's designated unit by the student (or parent) shall be the calculation reference date; for those required to withdraw by order, the withdrawal date shall be based on the date of receipt of the school's withdrawal notice. However, for students who continue to attend classes on campus due to appeals or complaints against the withdrawal decision, the actual departure date shall be used as the calculation reference date. 3. Students applying for leave of absence or withdrawal shall complete the departure procedures within the designated period specified by the school; if there is any delay in the relevant procedures attributable to the student, the actual departure date shall be used as the calculation reference date. 4. Schools are not allowed to collect any fees in advance before the start date of the semester as specified in the school calendar. 		

※ In addition to the refund criteria table mentioned above, the supplementary fees of our school are as follows:

1. For first-year freshmen and transfer students with a waiting list system who apply for withdrawal before the school's admission waiting list deadline (inclusive) (without retaining student status), after deducting administrative fees from the tuition and miscellaneous fees, a full refund will be granted. The administrative fees shall not exceed 5% of the total amount of tuition and miscellaneous fees, credit fees, credit tuition and miscellaneous fees, and the base amount of tuition and miscellaneous fees that the student should pay. For students applying for leave of absence (retaining student status) and those applying for leave or withdrawal after the school's admission waiting list deadline, refunds shall be processed according to the refund ratio specified in the Regulations for the Collection of Tuition and Miscellaneous Fees at Junior Colleges and Higher Education Institutions.
2. Other fees of our school, such as accommodation fees, accommodation electricity charges, computer and internet communication usage fees, and language practice fees, shall also be refunded proportionally according to the withdrawal or leave of absence time as indicated in the table above.