

輔仁大學學生休、退學退費辦法

Fu Jen Catholic University Regulations Governing Refunds for Leave of Absence and Withdrawal

109.04.09 108 學年度第 7 次行政會議修訂通過

104.12.10 104 學年度第 4 次行政會議修訂通過

101.01.12 100 學年度第 5 次行政會議修訂通過

97.10.09 97 學年度第 2 次行政會議修訂通過

95.06.15 94 學年度第 9 次行政會議通過

Amended at the Seventh Session of the Administrative Council for the 2019-2020 Academic Year on April 9, 2020

Amended at the Fourth Session of the Administrative Council for the 2015-2016 Academic Year on December 10, 2015

Amended at the Fifth Session of the Administrative Council for the 2011-2012 Academic Year on January 12, 2012

Amended at the Second Session of the Administrative Council for the 2008-2009 Academic Year on October 9, 2018

Passed at the Ninth Session of the Administrative Council for the 2005-2006 Academic Year on June 15, 2006

第一條 依據教育部 106 年 4 月 19 日「專科以上學校學雜費收取辦法」及教育部 103 年 12 月 26 日「專科以上學校向學生收取費用辦法」之規定訂定。

Article 1: These regulations have been established in accordance with the Ministry of Education's Regulations Governing the Collection of Tuition and Miscellaneous Fees by Higher Education Institutions, dated April 19, 2017, and the Regulations Governing the Collection of Fees from Students by Higher Education Institutions, dated December 26, 2014.

第二條 適用對象：本校各正式學制班別（含大學日間部、進修學士班、碩博士班、在職專班等）之學生。

Article 2: These regulations are applicable to students of all formal academic programs at this university (including undergraduate Day Division programs, undergraduate School of Continuing Education programs, master's and doctoral programs, and in-service programs).

第三條 退費標準：

Article 3: The University's standards for refunds are as follows:

【日間部】

【Day Division】

退費標準 Refund Standards	收費制 Fee System	學雜費制 Tuition system
計算基準日 Calculation Basis Date		
註冊日(含)以前 On or before the registration date		學費全退 Full tuition refund 雜費全退 Full miscellaneous fees refund 其餘各費全退 Full refund of other fees
註冊日之次日起至開始上課日之前一日 After the registration date, before classes start		學費退 2/3 2/3 tuition refund 雜費全退 Full miscellaneous fees refund 其餘各費全退 Full refund of other fees
開始上課日(含)之後而未逾學期三分之一 After classes start, not exceeding one-third of the semester		學費退 2/3 2/3 tuition refund 雜費退 2/3 2/3 miscellaneous fees refund 其餘各費退 2/3 2/3 refund of other fees
開始上課日(含)之後逾學期三分之一，而未逾學期三分之二 After one-third of the semester, not exceeding two-thirds of the semester		學費退 1/3 1/3 tuition refund 雜費退 1/3 1/3 miscellaneous fees refund 其餘各費退 1/3 1/3 refund of other fees
開始上課日(含)之後逾學期三分之二 After two-thirds of the semester		學費全不退 No tuition refund 雜費全不退 No miscellaneous fees refund 其餘各費全不退 No refund of other fees

【進修部】

【School of Continuing Education】

退費標準 Refund Standards 計算基準日 Calculation Basis Date	收費制 Fee System	學分學雜費制 Per-credit tuition system
註冊日(含)以前 On or before the registration date		學分學雜費全退 Full refund of per-credit tuition 其餘各費全退 Full refund of other fees
註冊日之次日起至開始上課日之前一日 After the registration date, before classes start		學分學雜費退 2/3 2/3 refund of per-credit tuition 其餘各費全退 Full refund of other fees
開始上課日(含)之後而未逾學期三分之一 After classes start, not exceeding one-third of the semester		學分學雜費退 2/3 2/3 refund of per-credit tuition 其餘各費退 2/3 2/3 refund of other fees
開始上課日(含)之後逾學期三分之一，而未逾學期三分之二 After one-third of the semester, not exceeding two-thirds of the semester		學分學雜費退 1/3 1/3 refund of per-credit tuition 其餘各費退 1/3 1/3 refund of other fees
開始上課日(含)之後逾學期三分之二 After two-thirds of the semester		學分學雜費全不退 No refund of per-credit tuition 其餘各費全不退 No refund of other fees

- 第四條 有遞補制度之一年級新生及轉學生於本校招生遞補截止日(含)之前申請放棄入學資格或退學者，扣除行政手續費後，全額退費；其申請休學者及逾學校招生遞補截止日後始申請休、退學者，依第三條規定辦理退費。
- Article 4: First-year students and transfer students eligible for the replacement waitlist system who apply to forfeit their admission or withdraw before the University's replacement confirmation deadline will receive a full refund after deduction of administrative fees. Refunds for those applying for a leave of absence or withdrawal after the replacement confirmation deadline will be processed in accordance with the standards stipulated in Article 3.
- 第五條 新生及轉學生因重大傷病須長期療養者、懷孕、生產、應徵召服兵役者、撫育三歲以下子女之需要者、其他特殊事故、依學則第五條規定，得檢具相關證明文件，應於規定開學日期前，繳交入學資格證明文件，向教務處提出書面申請，無需繳納任何學雜費用。
- Article 5: New students and transfer students who require long-term treatment due to severe injuries or illness, pregnancy, childbirth, conscription, the need to care for a child three years of age or younger, or other extenuating circumstances, may submit relevant documentation to the Office of Academic Affairs before the designated start date of the semester to apply for an exemption from tuition or miscellaneous fees.
- 第六條 訂有合約之特殊班別（如產業研發碩士專班）之學生申請休、退學者，依第四條規定辦理退費，其相關權利義務（如違約賠償等）仍依其合約辦理。
- Article 6: Students in programs with specific contracts (such as industry research master's programs) who apply for a leave of absence or withdrawal can apply for refunds in accordance with the provisions of Article 4. Other related rights and obligations (such as breach of contract damages) will be handled according to their respective contracts.
- 第七條 行政手續費，以學生應繳之學雜費、學分費、學分學雜費等費用之總和之百分之五計算。
- Article 7: Administrative fees are calculated as five percent of the total amount of tuition fees, credit fees, per-credit tuition fees due from the student.
- 第八條 第三條所定註冊日、開始上課日及學期之計算等，依本校正式公告之行事曆認定之（未明定註冊日者，以註冊繳費截止日為註冊日）。所稱其餘各費，指學雜費、學分費、學分學雜費以外之各項費用。
- Article 8: Dates for registration, commencement of classes, and academic terms as referred to in Article 3 are determined in accordance with the University's official academic calendar (if the registration date is not specified, the last day for fee payment will be considered the registration date). Other fees mentioned in Article 3 refer to costs other than tuition, credit fees, and per-credit tuition fees.
- 第九條 申請休學或自動退學者（含轉學離校者），其休、退學時間依學生(或家長)向本

校受理單位(教務處註冊組)正式提出休、退學申請之日為計算基準日；其屬勒令休、退學者，休、退學時間應依學校休、退學相關法規規定執行之日為計算基準日。但因進行休、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。

休、退學之學生應於向註冊組提出申請之日起一週內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。

學生提出休、退學申請之日，如已逾註冊繳費日且尚未繳交當學期學雜費、學分學雜費及其餘各費時，應依第三條所訂計算基準日補繳上述費用差額。

Article 9: Students applying for a leave of absence or automatic withdrawal (including transfer departures), will have their leave or withdrawal dates calculated based on the day the application is submitted to the University's responsible unit (Registrar, Office of Academic Affairs). For students who are ordered to take a leave of absence or withdraw, the date will be determined by the date stipulated in the University's related regulations. However, for those who continue to attend classes during the appeal process of their leave of absence or withdrawal application, the actual date of departure will be used instead.

Students taking a leave of absence or withdrawing must complete the departure procedures within one week of submitting their application to the Registrar; if the process is delayed due to reasons attributable to the student, the actual date of departure will be used instead.

If a student submits an application for a leave of absence or withdrawal after the registration payment deadline but has not yet paid the tuition, per-credit tuition fees, and other fees for that semester, they must pay the difference in accordance with the relevant calculation basis date as stipulated in Article 3.

第十條 延修生收費方式，依學校規定得採學雜費制或學分學雜費制辦理，其退費方式，依第三條規定之退費比例辦理。

Article 10: Students who have applied for extension will be charged according to the University's regulations, either by the tuition or per-credit tuition system, and their refunds will be processed in accordance with the refund ratios stipulated in Article 3.

第十一條 學生有學則第七十四條第二項第一款未達每學期最低應修學分數者，得依所修學分數繳交學分費，毋須繳交全額學雜費。

學生突遭教育部認定之重大災害或其他重大特殊事故而辦理休學或退學者，本校得考量個案情節酌增退費比例。

Article 11: Students who fail to meet the minimum required credit hours per semester as stipulated in

Article 74, Section 2, Item 1 of the University's Academic Policies shall pay credit fees according to the credits taken, without the need to pay the full tuition fee. Students affected by major disasters recognized by the Ministry of Education or other significant extenuating circumstances who apply for a leave of absence or withdrawal may be granted an increased refund ratio by the University, depending on individual cases.

第十二條

本辦法經行政會議通過，報請校長核定後公布施行。修正時亦同。

Article 12:

These regulations have been approved by the Administrative Council, ratified by the President, and are implemented upon announcement. Amendments will follow the same procedure.