

實踐大學111學年度學雜費退費基準表

Tuition Refund Policy

學生辦理休、退學退費計算標準：(依教育部 106年4月19日臺教高(一)字第1060047866B 號令修訂之「專科以上學校學雜費收取辦法」附表二辦理)。

教育部規定	休、退學申請日期		退費計算標準
	上學期 (111年)	下學期 (112年)	
一、註冊日(包括當日)前申請 休退學者 Before or on the registration day	9/5以前	2/13以前	免繳費，已收費者，全額退費 Applicants of suspension, withdrawal or status retention do not need to pay any tuition. All fees and charges will be refunded.
二、於上課(開學)日(包括當日) 之後而未逾學期1/3申請休、 退學者 Within the first 1/3 of the current semester	9/6~10/17	2/14~3/27	學費、雜費退還2/3；其採學分學 雜費或學雜費基數核算者，退還學 分費、學雜費基數(或學分學雜費) 各2/3 2/3 of the total tuition (or course fee or tuition base) will be refunded.
三、於上課(開學)日(包括當日) 之後逾學期1/3，而未逾學 期2/3申請休、退學者 After the first 1/3 of the current semester but before 2/3 of the semester	10/18~11/28	3/28~5/8	學費、雜費退還1/3；其採學分學 雜費或學雜費基數核算者，退還學 分費、學雜費基數(或學分學雜費) 各1/3 1/3 of the total tuition (or course fee or tuition base) will be refunded.
四、於上課(開學)日(包括當日) 之後逾學期2/3申請休、退學者 Over 2/3 of the current semester	11/29以後	5/9以後	所繳學費、雜費，不予退還 No tuition refund will be accepted.

備註：

1. 學生辦理休、退學，一律以向教務單位現場申辦登記日作為計算退費基準日，惟若自申辦登記日起十五日內未完成全部手續者，則以手續完成時教務單位之核准日作為計算退費基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。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。

The base date of tuition refund starts on the day students apply for their withdrawal or suspension at the office of Registration and Curriculum Section and complete the whole procedure within 15 days. If it is not done within 15 days, the base date of the refund will be admitted on the day when the whole procedure is fulfilled. For coerced withdrawers, their withdrawal day is based on the day when the notice of the school's permission arrives. However, if the withdrawer submits appeal and continues to stay in school, the withdrawal day is based on the actual day the student leaves school.

2. 辦理休、退學退費應攜帶文件：學雜費繳費單收執聯或ATM轉帳明細表或信用卡交易明細表(若無法親至辦理退費，請填妥代辦退費委託書)。

Documents needed for the application: the receipt of the tuition fee, or the receipt of ATM or credit card transaction. If students cannot apply in person, please fill out the letter of authorization.

3. 退費方式：同學可選擇「親自領取」或以「匯款」方式入學生帳戶(請提供學生本人帳戶影本)。

Reimbursing Options: Students can either claim for a check refund or bank account deposit (Please provide a copy of the cover of your bankbook).