

實踐大學115學年度學雜費退費基準表

(1150602)

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 (115年)	下學期 (116年)	
一、開學註冊日(含)前 Before or on the registration day	9/14以前	2/22以前	免繳費；已繳費者退全額 Applicants of suspension, withdrawal or status retention do not need to pay any tuition. All fees and charges will be refunded.
二、上課(開學)日(含)之後未逾學期 1/3 Within the first 1/3 of the current semester	9/15~10/27	2/23~4/8	學雜費、學分費、學雜費基數及其餘各費退 2/3 2/3 of the total tuition (or course fee or tuition base) will be refunded.
三、上課(開學)日(含)之後逾學期 1/3 未逾學期 2/3 After the first 1/3 of the current semester but before 2/3 of the semester	10/28~12/7	4/9~5/17	學雜費、學分費、學雜費基數及其餘各費退 1/3 1/3 of the total tuition (or course fee or tuition base) will be refunded.
四、上課(開學)日(含)之後逾學期2/3 Over 2/3 of the current semester	12/8以後	5/18以後	不退費 No tuition refund will be accepted.

備註：

- 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**申辦登記日起七個工作日**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 7 work 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.
- 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.
- 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).