

# **CYCU Regulations Governing Installment Payment/Deferred Payment of Tuition and Miscellaneous Fees**

Approved at 944th Expand School Administration Council on July 7, 2016  
Amended at 991th School Administration Council on June 6, 2021

- Article 1. CYCU establishes the Regulations in order to take care of the students who have financial difficulty and are unable to pay the tuition and miscellaneous fees by the deadline for registration and payment due to domestic calamity and help them with their schooling.
- Article 2. The Regulations are applicable to the native students status of CYCU. Notwithstanding, the international students are prohibited from applying for the installment payment/deferred payment in the first semester after they are admitted to the school.
- Article 3. The scope of installment payment referred to herein is limited to the tuition and miscellaneous fees.
- Article 4. Only the students who meet one of the following conditions may file the application:
1. Native students
    - (1) The applicant has financial difficulty due to domestic calamity, submits the related certificates proven to be true by related units and fails to satisfy the qualifications for student loan or exemption/credit and thereby fails to pay the tuition and miscellaneous fees as scheduled.
    - (2) Other special circumstances.
  2. International students: The applicant has financial difficulty due to domestic calamity, submit the related certificates proven to be true by related units and fails to pay the tuition and miscellaneous fees as scheduled.
- Article 5. The application shall be filed with the following information:
1. Native students
    - (1) Application form
    - (2) List of data on family-wide various incomes issued by the National Taxation Bureau in the most recent year
    - (3) Household registration transcript
    - (4) Others related certificates
  2. International students: Application form and related certificates.
- Article 6. The students who apply for installment payment of tuition and miscellaneous fees shall complete the application form and submit the same to the Office of Student Affairs before the date of registration. No extension will be granted if the student fails to meet said requirement within said-noted time limit, and the student will be prohibited from applying for installment payment of tuition and miscellaneous fees for next semester.

Article 7. Due Date and Amount of Deferred Payment/Installment Payment:

Semester Installment	First Semester	Second Semester	Remark
1st installment	By registration date	By registration date	1/3 of the tuition and miscellaneous fees
2nd installment	By October 31	By March 31	1/3 of the tuition and miscellaneous fees
3rd installment	By November 30	By April 30	1/3 of the tuition and miscellaneous fees

Article 8. For the students who fail to make the installment payment on the due date, the Office of Student Affairs of the Office of Student Affairs may provide related resources or channels to help them make the payment.

Article 9. Fail to pay the balance of installment payment of the tuition and miscellaneous fees, the school have the right to use the law for the case.

Article 10. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.