

Application Form for Installment Payment/Deferred Payment of Tuition and Miscellaneous Fees of CYCU for _____ semester of _____ school year

Name		Class/ Department		Identity	<input type="checkbox"/> General student Registered Residence: _____ <input type="checkbox"/> Overseas Chinese student Home country: _____ <input type="checkbox"/> Foreign student Nationality: _____																				
Student ID		Mobile No.:		E-mail																					
		Tel. No.																							
Status of family			Cause																						
Number of family members: ___ persons Number of employees: ___ persons Number of students: College ___ persons; Senior high school ___ persons Household's total monthly income: _____NT\$ Total income for the most recent year: _____NT\$ Real property: <input type="checkbox"/> House <input type="checkbox"/> Land <input type="checkbox"/> None Government subsidy: <input type="checkbox"/> Yes <input type="checkbox"/> No			※ Please check the following items according to the actual conditions: <input type="checkbox"/> Have economic difficulty due to domestic calamity <input type="checkbox"/> Parent's unemployment: with related proof <input type="checkbox"/> Student's unemployment: with related proof <input type="checkbox"/> Family member's critical illness: with a photocopy of the certificate of medical treatment or diagnosis/catastrophic illness card <input type="checkbox"/> Wind disaster/flood/fire: with the certificate or photo showing the disaster/flood/fire issued by the relevant authority. <input type="checkbox"/> Others _____																						
Mode of Installment Payment			Submissions																						
*Application for installment payment _____ semester <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Installment</th> <th style="width: 15%;"><input type="checkbox"/> First semester</th> <th style="width: 15%;"><input type="checkbox"/> Second semester</th> <th style="width: 15%;">Payable amount (To be authorized by Accounting Office)</th> <th style="width: 15%;">Due date of payment (To be registered by the undertaker)</th> </tr> <tr> <td>I.</td> <td>By registration date</td> <td>By registration date</td> <td></td> <td></td> </tr> <tr> <td>II.</td> <td>By October 31</td> <td>By March 31</td> <td></td> <td></td> </tr> <tr> <td>III.</td> <td>By November 30</td> <td>By April 30</td> <td></td> <td></td> </tr> </table> *Each installment payment shall be 1/3 of the total tuition and miscellaneous fees.			Installment	<input type="checkbox"/> First semester	<input type="checkbox"/> Second semester	Payable amount (To be authorized by Accounting Office)	Due date of payment (To be registered by the undertaker)	I.	By registration date	By registration date			II.	By October 31	By March 31			III.	By November 30	By April 30			<input type="checkbox"/> Report on the cause of application <input type="checkbox"/> Tuition and miscellaneous fee billing statement <input type="checkbox"/> Household registration transcript (or related certificate) <input type="checkbox"/> Statement of income for the most recent year (the applicant per se, or his/her spouse and parents) <input type="checkbox"/> Other certificates (To be submitted based on said conditions as checked)		
Installment	<input type="checkbox"/> First semester	<input type="checkbox"/> Second semester	Payable amount (To be authorized by Accounting Office)	Due date of payment (To be registered by the undertaker)																					
I.	By registration date	By registration date																							
II.	By October 31	By March 31																							
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Signature/seal by the Applicant (申請人簽章)			Signature/seal by the parent (家長簽章)																						
I am willing to comply with the "CYCU Regulations Governing Installment Payment of Tuition and Miscellaneous Fees", and settle the payable accounts by the due date for each installment payment in accordance with said requirements; otherwise, I am willing to <u>take the punishment under Article 9 of said Regulations.</u> _____MM/DD/YYYY			I hereby certify that I understand the relevant requirements and agree my son/daughter to apply for the installment payment and make the same as scheduled. _____MM/DD/YYYY																						
Comments and signature/seal by Advisor (導師意見及簽章)			Comments and signature/seal by Chair of the Department (系主任意見及簽章)																						
 _____MM/DD/YYYY			 _____MM/DD/YYYY																						
Undertaking Unit (承辦單位)			Authorized by Dean of Student Affairs (學務長核定)																						

Notes:

- 一、 **The applicant shall complete the information above the double lines**, and submit the same together with the required submissions to the International and Mainland Students Advising Division of the Office of Student Affairs.
- 二、 Upon approval, the original documents shall be submitted to the Accounting Office for record, and the duplicates thereof to the applicant, Cashier Division, Curriculum and Registration Division and Student Advising Division.
- 三、 Repayment procedure: Claim the bill from Cashier Division → Pay to Mega Bank → Verified and registered by Student Advising Division.
- 四、 The Regulations are only applicable to the installment payment for tuition and miscellaneous fees, while the other fees shall be paid in a lump sum.
- 五、 In order to review the applicant's qualification for installment payment, CYCU must access the information about the applicant's identity, characteristics, family status, financial position, family members' economic/health medical treatment conditions (to provide the household registration transcript, statement of income and others related certificates) as the reference for review on the qualifications in the duration of the application and within the relevant district. The applicant may exercise such rights as request to inquire, access, supplement or correct the personal information, to make duplications thereof, to discontinue collection, processing and utilization of the personal information, and to delete the personal information pursuant to laws. Please contact the "International and Mainland Students Advising Division" at 03-265-2183. (Note: If no complete information is provided, the assessment on the applicant's qualification will be affected accordingly.)

CYCU Report on Cause of Application for Installment Payment

Applicant (申請人):

Signature by Department military instructor (系教官簽章):

International and Mainland Students Advising Division Officer(境外組輔導員簽章):

Chief of the International and Mainland Students Advising Division(境外組組長簽章):

家長同意書

本人瞭解中原大學學費及雜費分期緩繳付款辦法之相關規定，並同意敝子弟(姓名：_____，學號：_____)，於__學年度__學期申請分三期繳款且依辦法按期繳清學費及雜費費用，若有違其規定，願依學校辦法處置辦理。

Parental Authorization Form

I fully understood the regulations of CYCU's tuition and other fees installment method, and allowed my child (Name: _____ Student ID: _____) to apply for the three phases installment plan on ___year ___semester, and will pay off the tuition and other fees according to the payment schedule. If there is any violation of rules, we are willing to bear the consequences according to the regulations.

Signature:

Date:

Relation: