

中原大學學費及雜費分期緩繳付款辦法

105.7.7 第 944 次擴大行政會議通過

第一條 本校為照顧因突發變故致經濟困難，無法於註冊繳費截止期限內繳交學費及雜費之學生安心就學，訂定本辦法。

第二條 本辦法適用對象為具有本校學籍之本國學生及境外學生。但境外學生入學第一學期不得申請。

第三條 本辦法適用之分期付款項目為學費及雜費。

第四條 符合下列條件之一者始得申請：

一、本國學生：

(一)申請人之家庭突發變故以致經濟困難，檢附證明文件經相關單位查證屬實，且不符合申請就學貸款或優待減免條件，致無法如期繳納學費及雜費者。

(二)其他特殊情況者。

二、境外學生：申請人之家庭突發變故以致經濟困難，檢附證明文件經相關單位查證屬實，無法如期繳納學費及雜費者。

第五條 申請時須檢附之資料如下：

一、本國學生：

(一)申請表

(二)國稅局開立之最近年度全家各類所得總歸戶清單

(三)全戶戶籍謄本

(四)其他相關證明文件

二、境外學生：申請表及相關證明文件。

第六條 申請學費及雜費分期付款之學生於註冊日前應填寫申請表，向學務處生活輔導組提出申請，經學務長同意後，送交學務處生活輔導組辦理。未完成者，不得要求延期完成，且不得申請次學期之分期付款。

第七條 緩繳分期付款繳納日期及金額：

| 學期 分期 | 上學期 | 下學期 | 說明 |
|----------|------------|-----------|-------------|
| 第一期 | 註冊日前 | 註冊日前 | 學費及雜費全額 1/3 |
| 第二期 | 10 月 31 日前 | 3 月 31 日前 | 學費及雜費全額 1/3 |
| 第三期 | 11 月 30 日前 | 4 月 30 日前 | 學費及雜費全額 1/3 |

第八條 未依分期付款之繳納日期繳款者，學務處生活輔導組得提供相關資源或管道協助繳款事宜。

第九條 學費及雜費分期付款餘額未繳清者，如有辦理休學、退學、畢業之情形，視同離校手續未完成，暫不得領取休學證明書、修業證明或學位證書，全數清償後再行發給。

第十條 本辦法經行政會議通過，報請校長公布施行，修正時亦同。

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

Approved at 944th Expand School Administration Council on July 7, 2016

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 and international students who hold the student 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 Student Advising Division of the Office of Student Affairs before the date of registration. Upon approval of the Dean of Student Affairs, the Student Advising Division shall handle the case. 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:

| Installment \ Semester | 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 Student Advising Division of the Office of Student Affairs may provide related resources or channels to help them make the payment.

Article 9. The students who apply for academic suspensions, dropout and graduation shall be held failing to complete the deregistration procedure if they fail to pay the balance of installment payment of the tuition and miscellaneous fees, if any, in full. They shall not receive the certificate of leave of absence, certificate of attendance or degree certificate until they pay the balance in full.

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.