

Regulations for Application for Deferred Payment of Tuition and Miscellaneous Fees for Students at Tunghai University

Amended and approved by the 15th Administrative Affairs Meeting on October 17, 2012

Amended and approved by the 16th Administrative Affairs Meeting on December 4, 2013

Amended and approved by the 15th Administrative Affairs Meeting on October 28, 2015

Amended by the Tuition and Miscellaneous Fees Deferral Review Committee on February 24, 2023

Noted by the President on November 30, 2023

Amended by the Tuition and Miscellaneous Fees Deferral Review Committee on February 18, 2025

Noted by the President on March 10, 2025

Article 1 In order to take care of students facing financial difficulties who are unable to pay tuition and miscellaneous fees on time, and to ensure they can study with peace of mind, the regulations for applying for deferred payment of tuition and miscellaneous fees at Tunghai University are hereby established (hereinafter referred to as these regulations).

Article 2 These regulations apply to students enrolled at the university. However, they do not include graduating students, students deferring graduation, and students in the executive master's program.

Article 3 Students may apply for a deferred payment of tuition, miscellaneous fees, and credit fees or tuition and miscellaneous fees after deducting various fee reductions (scholarships, tuition and miscellaneous fee waivers, student loans, etc.), limited to 75% of the total amount due for the current semester. Outstanding fees from previous periods, various usage fees, and collected fees cannot be applied for deferral.

The deferral percentage mentioned above may be adjusted by the review committee based on the individual student's payment history from the previous semester, with a reduction for those with poor repayment records.

Article 4 Applicants for deferred payment of tuition and miscellaneous fees must meet one of the following conditions:

1. Applicants whose total household income qualifies for education benefits, joint financial aid, or student loan application, but are unable to apply or have applied for a student loan without approval for various reasons.
2. Applicants facing unexpected family emergencies that hinder them from making payments on time.
3. Applicants who have not yet received various scholarships for overseas students.

4. Other special circumstances where it is difficult to pay on time.

Article 5 Application Method and Review Process:

1. Students applying for deferral must complete the university's Deferred Tuition and Fees Application form, obtain the signature of their department/program supervisor, and submit the application to the Accounting Office before the registration payment deadline.
2. If a student has received a government scholarship that can be directly offset against tuition and fees, the responsible unit can consolidate a request for deferred payment and deduction amounts. This request should be submitted to the Accounting Office before the registration payment deadline.
3. After the student's deferral application is reviewed by the review committee, the Registration and Academic Affairs Division and the International Affairs Office will inform the student to proceed to the Accounting Office to complete the payment process.
4. The review committee mentioned in the previous point consists of the Vice President for Academic Affairs (convener), the Vice President for Student Affairs, the Director of International Affairs, and the Chief Accountant.

Article 6 The final repayment date for deferred amounts is as follows:

1. First semester: Before December 16.
2. Second semester: Before May 16.

Article 7 Students not granted deferred payment of tuition and fees should settle the registration fees for the current semester within the notified payment period. Students granted deferred payment should, within the notified payment period, pay the outstanding balance for the current semester, including tuition, miscellaneous fees, credit fees, or tuition and miscellaneous fees for credits not deferred, as well as other fees and charges. The deferred fees should be paid within the specified deadline as per the previous regulations. Students who fail to settle the outstanding balance from the previous semester by the registration fee payment deadline for the next semester will not be allowed to continue their studies.

Article 8 For any fees not paid by the specified deadlines, students will be considered as not registered, and actions will be taken according to Article 11 of the university regulations. Graduating students or those applying for leave of absence or withdrawal must settle any outstanding tuition and fees before completing the departure procedures.

Article 9 If a student is unable to pay due to special circumstances, the student's department must submit a written explanation along with a guarantor or unit that can provide adequate assurance documents. Upon the university's approval, the department will be responsible for collecting the payment. If the student ultimately fails to pay as

required, the remaining balance shall be jointly covered by the guarantor or unit in accordance with the agreement. After verification and approval by the Accounting Office, the amount will be deducted within the same semester.

The aforementioned guarantor must be a full-time faculty or staff member of the university, including officially appointed contract personnel.

Article 10 This regulation, after approval by the Deferred Payment of Tuition and Fees Review Committee, will be implemented upon approval by the University President.

Article 11 The above list of charges collectable is for reference only. The Chinese version counts as the sole valid reference.

東海大學學生申請緩繳學雜費作業規定

民國 101 年 10 月 17 日第 15 次行政會議通過

民國 102 年 12 月 4 日第 16 次行政會議修正通過

民國 104 年 10 月 28 日第 15 次行政會議修正通過

民國 112 年 2 月 24 日學雜費緩繳審議小組修正通過

民國 112 年 11 月 30 日校長核予備查

民國 114 年 2 月 18 日學雜費緩繳審議小組修正通過

民國 114 年 3 月 10 日校長核予備查

一、為照顧因經濟困難不克如期繳清學雜費之學生，使其能安心就學，特訂定東海大學學生申請緩繳學雜費作業規定（以下簡稱本規定）。

二、本規定適用對象為本校具學籍之學生。但不含當學期應屆畢業生、延畢生及碩士在職專班學生。

三、學生得申請緩繳學雜費項目及額度，以當學期應繳學費、雜費及學分費或學分學雜費扣除各學雜費減項(獎學金、學雜費減免、就學貸款等)金額後之百分之七十五為限，且前期欠費(各項學雜費用)、各項使用費及代收費用等不得申請緩繳。

前項緩繳額度比例，經審核小組檢視個別學生前一學期繳費狀況，清償狀況不良者，得予以調降其緩繳額度比例。

四、申請緩繳學雜費者，須符合下列條件之一：

(一)申請人之全戶所得符合辦理就學優待、共同助學補助、就學貸款申請之規定者，因其他原因未能申請或已申請就學貸款而未能核貸者。

(二)家庭突遭變故，無法如期繳費者。

(三)境外學生所獲各項入學獎學金尚未發給者。

(四)其他特殊情況難以如期繳費者。

五、申請方式及審核程序：

(一) 學生申請緩繳，須填寫本校緩繳學雜費申請表，並經所屬系所/學程單位主管簽准，於註冊繳費截止日前向會計室申請。

(二) 如有學生獲得政府機關獎學金指定可直接抵繳學雜費者，得由承辦單位統一造冊簽請申請緩繳公文及抵扣金額，並於註冊繳費截止日前會辦會計室辦理。

(三) 學生辦理緩繳之申請，經審核小組審核後，由註冊課務組及國際處轉知

學生至會計室辦理繳費手續。

(四) 前款審核小組，由教務長（召集人）、學務長、國際長及會計主任組成。

六、緩繳金額最後清償日期如下：

(一)第一學期：12 月 16 日前。

(二)第二學期：5 月 16 日前。

七、未獲准緩繳學雜費學生，應於通知繳費期限內，繳清當學期應繳註冊費用。

獲准緩繳學雜費學生，應於通知繳費期限內，繳交當學期應繳學費、雜費及學分費或學分學雜費未緩繳之差額暨各項使用費及代收費用。獲准緩繳之費用，應依前條規定期限內繳清。至次一學期註冊費繳費截止日前，仍未將前學期未繳餘額繳清者，不予續辦。

八、前點各項應繳費用，逾期未繳清者，以未註冊論，依本校學則第十一條規定辦理；畢業或因故辦理休退學者，應繳清所欠學雜費始得辦理離校手續。

九、學生因特殊情況敘明原因，由所屬系所/學程檢具保證人或單位提出相當保證文件，提報學校簽准後，由所屬系所/學程負責催繳。學生最後仍未依規定繳清者，其差額應由保證人或單位依約於當學期負連帶清償責任，經會計室查明簽辦核准後於當學期扣還。

前述保證人，需為本校專任教職員工暨編制內約聘人員。

十、本規定經緩繳學雜費審核小組通過，陳校長核定後實施。