Tuition fees, credit fees and miscellaneous fees payment methods at Tunghai University

Amended and approved by the 15th Administrative Affairs Meeting on November 13, 2013
Amended and approved by the 2nd Administrative Affairs Meeting on January 20, 2016
Amended and approved by the 1st Administrative Affairs Meeting on January 10, 2018
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Amended and approved by the 4th Administrative Affairs Meeting on May 6, 2025

Ariticle 1 To standardize the tuition fees, credit fees, and miscellaneous fees for students at THU and to establish guidelines for payment and refund procedures, this regulation is hereby enacted.

Ariticle 2 This regulation applies to undergraduate, continuing education undergraduate, master's, executive master's, and doctoral students.

Ariticle 3 The students at THU, according to the announced fee standards for each semester, are required to pay various fees within the specified deadline. However, in cases of financial difficulties where they cannot pay by the due date, they may apply for deferred payment of tuition and miscellaneous fees according to the procedures outlined in the university's guidelines.

During the academic term, if a student is recognized by the Ministry of Education as a victim of a significant disaster that affects their ability to study normally, and if the earned credits do not meet the minimum required credits per semester, they may pay the tuition fee based on the actual earned credits without having to pay the full tuition and miscellaneous fees.

Ariticle 4 The regulations for students of various academic programs regarding the payment of tuition, miscellaneous fees, and credit fees are as follows:

1. Undergraduate students:
   （1） Students within the standard duration of study are required to pay the full tuition and miscellaneous fees.
   （2） For students graduating or extending their study beyond the standard period, if the credits taken in a semester are more than 9, they should pay the full tuition and miscellaneous fees. If the credits are 9 or below, they should pay the credit fees and miscellaneous fees according to the credits of the courses in their department.
2. Continuing education undergraduate students: Tuition and miscellaneous fees are based on the number of credits taken. Students within the standard period of study will be pre-charged tuition and miscellaneous fees for 20 credits at registration.

Graduating or extending students will be pre-charged tuition and miscellaneous fees for 6 credits at registration. After the add-drop period, any differences in tuition and miscellaneous fees will be processed for refund or additional payment.

3. Master's and doctoral students.
   （1）Full tuition and miscellaneous fees should be paid for the first and second years.
   （2）From the third year onwards, students who complete credits (excluding thesis) equal to or more than 9 credits should pay full tuition and miscellaneous fees. If the credits completed are 9 or fewer, they should pay the credit fees and miscellaneous fees according to the credits of the courses in their department.
4. Master's in-service program students:
   （1）Master's in-service program students of the College of Arts、College of Science、College of Engineering、College of Social Sciences、College of Agriculture and Health、College of Fine Arts and Creative Design and College of Law should pay the full tuition and miscellaneous fees in the first and second years.
   （2）Master's in-service program students of the College of Management should pay miscellaneous fees in the first and second years and pay credit fees based on the number of credits. They may also prepay credit fees based on the decision of the Tuition and Miscellaneous Fee Review Committee. Students enrolled in the Engineering Management Graduate Program under the College of Engineering shall pay tuition and miscellaneous credit fees based on the number of credits taken.
   （3）Starting from the third year, the payment of tuition and miscellaneous fees shall be handled in accordance with the provisions of the second subparagraph of paragraph one, item three, of this article.
   （4）Except for the Executive Master of Business Administration (EMBA) in the College of Management and Engineering Management Graduate Program under the College of Engineering, if students in other programs have already paid the full tuition and miscellaneous fees for the current semester, no additional credit fees will be charged if they enroll in courses outside their program.

Ariticle 5　Students are required to pay other fees in accordance with the fee schedule announced for the current semester. The items and applicable parties are as follows:

1. Insurance Fee: All students in various programs are required to pay the Student Group Insurance during the semester. Overseas Chinese students, international students, and Mainland Chinese students are additionally required to pay specific insurance fees according to relevant regulations.

2. Accommodation Fee: Applicable to students residing in the on-campus dormitories.
3. Computer and Network Communication Usage Fee: Applicable to all enrolled students.
4. Music Instruction Fee, Musical Instrument Maintenance Fee: Applicable to students taking major (minor) courses in musical instruments or principal instrument courses.
5. Design Instruction Fee: Applicable to students taking design courses, such as architecture, landscape, and industrial design, that involve group instruction.
6. Dormitory Internet Usage Fee: Applicable to students residing in on-campus dormitories.
7. Language Instruction Fee: Applicable to students taking the freshman English course.
8. International Elite Group Instruction Fee: Applicable to students enrolled in the International Elite Group in the College of Management.
9. Professional Guidance Fee：Students admitted to the Department of Computer Science and choose the International Program.

Ariticle 6 For students who graduate or extend their study, registration fees are paid in two stages. Before the registration fee deadline, the fees and miscellaneous expenses listed in Article 5 should be paid first. Within three weeks after the end of the semester's add/drop period, the remaining credit fees and miscellaneous expenses should be supplemented.

Ariticle 7 For students who have not paid the full tuition and miscellaneous fees and are taking zero-credit courses, credit fees or credit tuition and miscellaneous fees are charged based on the course hours.

Ariticle 8 The payment regulations for students taking minors, double majors, teacher education programs, summer courses, inter-institutional elective courses, the five-year integrated program, and the International Elite Group are as follows:

1. For students taking minor courses, if the university needs to open additional classes for instruction, they are required to pay additional credit fees. Students extending their study period due to pursuing a minor are subject to the payment regulations for extended (extended) graduation.
2. For students taking double major courses, if the university needs to open additional classes for instruction, they are required to pay additional credit fees. Students extending their study period due to pursuing a double major are subject to the payment regulations for extended (extended) graduation.
3. For students at teacher education programs, they are required to pay credit fees based on the number of credits taken. Except for meeting the university's criteria for tuition and fee refunds due to withdrawal or leave of absence, no refunds are

allowed. For students extending their study period due to pursuing a teacher education program, the payment regulations for extended (extended) graduation apply. Students who have paid the full tuition and miscellaneous fees are not required to pay additional credit fees for teacher education courses.

4. For students taking courses in various programs (excluding teacher education programs), if the university needs to open additional classes for instruction, they are required to pay credit fees to the department or institute offering the course.
5. For students taking summer courses, they should pay credit fees to the department or institute offering the course. Refunds for selected courses: Full credit fees will be refunded for those who withdraw due to severe illness or major accidents. Half of the credit fees will be refunded for approved withdrawals due to personal reasons.
6. For inter-institutional elective course students, credit fees are charged according to the department or institute offering the course.
7. For master students qualified for pre-master courses, for the first four years, they are required to pay tuition and miscellaneous fees as undergraduate students. In the fifth year, they are required to pay tuition and miscellaneous fees as graduate students. If they fail to obtain a master's degree within five years, they are required to pay full tuition and miscellaneous fees equivalent to the two-year graduate program in the sixth year. However, starting from the 2019 academic year, master students qualified for pre-master courses shall pay credit tuition and miscellaneous in their sixth year at THU (second year as a master's student) based on their enrolled course credits and thesis credits.
8. For students in the Global Elite Program (GEP), if approved for transfer after the second semester of the freshman year, in addition to paying the GEP instruction fee for the current semester, they must pay any GEP instruction fees from the first semester of the freshman year to the semester of transfer before the add/drop period ends. If they apply to transfer out after paying these fees, no refunds will be granted. If approved for transfer during the semester, the GEP instruction fee paid for that semester will be refunded according to the university's withdrawal and leave of absence refund standards. Students who are pursuing a dual degree abroad or participating in an exchange program at one of Tunghai University's overseas partner institutions are exempt from paying the GEP instruction fee during the semester(s) they are enrolled in such programs.

Ariticle 9 For students who study or intern abroad during the semester, the tuition and miscellaneous fees for the period abroad, except as stipulated in a signed contract, shall be paid according to the following principles:

1. Students who are recommended to participate in an exchange program with sister

universities abroad (including those in extended study status) are required to pay the full tuition and miscellaneous fees. For those pursuing a continuing bachelor's program, the credit fees are calculated based on 25 credits per semester.

2. Students pursuing a double degree program at a foreign university, as well as those participating in self-funded overseas study or internship programs, are required to pay miscellaneous fees. For those pursuing a continuing bachelor's program, the credit fees are calculated based on 6 credits per semester.

Ariticle 10 After the start of the semester, students who apply for approved leaves of absence or withdrawals for valid reasons will be charged or refunded at the following rates, excluding the Ping An insurance premium. Those eligible for refunds should provide payment receipts as supporting documents for the refund process.

1. For those who apply before the registration (payment deadline) date (inclusive), no fees are required. If fees have already been paid, a full refund will be provided.
2. For those who apply from the day after the registration (payment deadline) date until the day before the start of classes (inclusive), for those who have paid, two-thirds of the tuition or credit tuition and miscellaneous fees will be refunded, and miscellaneous fees and other charges will be fully refunded; for those who have not paid, one-third of the tuition or credit tuition and miscellaneous fees must still be paid.
3. For those who apply on or after the first day of classes (inclusive) but before one-third of the semester has elapsed, for those who have paid, two-thirds of the tuition or credit tuition and miscellaneous fees, as well as the remaining fees, will be refunded; for those who have not paid, one-third of the tuition or credit tuition and miscellaneous fees, as well as other charges, must still be paid.
4. For those who apply after one-third of the semester has elapsed but before two-thirds have passed, for those who have paid, one-third of the tuition or credit tuition and miscellaneous fees, as well as other charges will be refunded; for those who have not paid, two-thirds of the tuition or credit tuition and miscellaneous fees, as well as other charges, must still be paid.
5. For those who apply after two-thirds of the semester has elapsed, for those who have paid, no refunds will be provided for any fees paid; For those who have not paid, all fees must be paid in full.

Students who are suspended due to disciplinary action must pay the relevant fees in accordance with the above regulations. The registration (payment deadline) date and the first day of classes (start of the university) mentioned in the preceding paragraph shall be based on the dates specified by the university's administrative calendar.

The time for determining leave of absence or withdrawal applications is based on the date when the student (or parent) formally submits the application to the university's

registration and academic affairs office, which serves as the basis for calculating refunds.

Students applying for leave of absence or withdrawal should complete the withdrawal procedures within the university's specified period. For those who delay relevant procedures due to factors attributable to the student, the actual withdrawal date serves as the calculation basis.

Students applying for leave of absence or withdrawal due to major disasters recognized by the Ministry of Education as affecting students' normal learning may receive a refund of relevant tuition and miscellaneous fees, without being subject to the limitations of the aforementioned regulations.

Ariticle 11 For first-year students and transfer students with a supplementary admission system who apply for withdrawal before the university's supplementary admission deadline (inclusive), a full refund will be provided after deducting administrative processing fees. For those applying for a leave of absence and those applying for leave or withdrawal after the university's supplementary admission deadline, refunds will be processed according to the regulations in the previous paragraph.

The administrative processing fees mentioned in the preceding paragraph are calculated as five percent of the total tuition, miscellaneous fees, credit fees, and credit tuition and miscellaneous fees that the student is required to pay.

Ariticle 12 Students who fail to settle various fees within the specified deadline, or those whose approved deferred payment of tuition and miscellaneous fees cannot be paid within the deferred payment period, or those whose application for a student loan has been deemed ineligible by the Ministry of Finance and fail to pay the tuition and miscellaneous fees within the deadline notified by the university for supplementary payment, shall be handled according to Article 11 of the university regulations, and are considered as not registered.

Ariticle 13 If there are any matters not covered by these regulations, they shall be handled in accordance with other relevant regulations of the university.

Ariticle 14 The regulations herein shall be promulgated upon approval by the Administrative Affairs Meeting.

Ariticle 15 The above list of charges collectable is for reference only. The Chinese version counts as the sole valid reference.

東海大學學生學雜費及學分費與其他費用繳納辦法

102 年 11 月 13 日第 15 次行政會議通過
105 年 1 月 20 日第 2 次行政會議修正通過
107 年 1 月 10 日第 1 次行政會議修正通過
108 年 6 月 19 日第 8 次行政會議修正通過
112 年 12 月 6 日第 9 次行政會議修正通過
114 年 5 月 7 日第 4 次行政會議修正通過

第一條　為規範本校學生學雜費、學分費及其他費用之收費標準，以作為繳納及退費依循，特訂定本辦法。

第二條　本辦法適用對象包含學士班、進修學士班、碩士班、碩士在職專班及博士班學生。

第三條　本校各學制學生，每學期應依當學期公布之收費標準，於規定日期內繳納各項費用。但因經濟困難不克如期繳清，得依本校學生申請緩繳學雜費作業要點之規定辦理。就學期間，如突遭教育部認定屬影響學生無法正常學習之重大災害者，其所修科目學分如未達每學期最低應修科目學分，得依實際所修學分數繳交學分費，毋須繳交全額學雜費。

第四條　各學制學生繳交學雜費及學分費之規定如下：

一、學士班學生：

(一) 修業年限內學生，應繳交全額學雜費。

(二) 延（修）畢學生每學期修習學分數超過 9 學分者，應繳交全額學雜費；修習學分數在 9 學分（含）以下者，按修習課程所屬院、系、所之學分數繳交學分費及學分雜費 。

二、進修學士班學生：依修習學分數繳交學分學雜費。修業年限內學生，註冊時先預收20 學分數之學分學雜費；延（修）畢學生註冊時先預收 6 學分數之學分學雜費。俟學期加退選結束後，再辦理退、補繳學分學雜費差額。

三、碩士班及博士班學生：

(一) 第一及二年應繳交全額學雜費。

(二) 第三年起修習學分數超過 9 學分者，應繳交全額學雜費；修習學分數在 9 學分（含）以下者，按修習課程所屬院、系、所之學分數繳交學分費及學分雜費。

四、碩士在職專班學生：

(一) 文、理、工、社會科學、農、創藝設計及法律學院各碩士在職專班學生，第一及二年應繳交全額學雜費。

(二) 管理學院各碩士在職專班學生，第一及二年收取雜費及依修習學分數繳納學分費，並得依學雜費審議小組之決議預收學分費。工學院工程管理碩士在職專班依修習學分數繳納學分費及學分雜費。

(三) 第三年起學雜費之繳交，依本條第一項第三款第二目規定辦理。

除管理學院碩士在職專班、工學院工程管理碩士在職專班外，各學制學生，當學期已繳交全額學雜費者，若另修習非其學制之課程，不另收取學分費。

第五條　學生應依當學期公布之收費標準繳納其他費用，其項目與對象如下：

一、保險費：各學制學生在學期間均應繳交平安保險費；僑生、外國學生及陸生需另依相關規定繳交特定保險費用。

二、住宿費：居住本校學生宿舍者。

三、電腦及網路通訊使用費：各學制在學學生。

四、音樂指導費、樂器維護費：修習主（副）修樂器或首要樂器課程者。

五、設計指導費：修習建築、景觀及工設等分組教學之設計課程者。

六、宿舍網路使用費：居住本校學生宿舍者。

七、語言教學費：修習大一英文課程者。

八、國際菁英組指導費：選讀管理學院國際菁英組者。

九、專業指導費：選讀資訊工程學系國際組者。

第六條　延（修）畢學生之註冊費用，分兩階段繳納，註冊繳費截止日前，先繳納第五條所列項目費用及雜費；學期加退選結束後三週內，補繳學分費及雜費差額。

第七條　未繳交全額學雜費之學生，修習零學分課程者，依其課程時數計收學分費或學分學雜費。

第八條　學生修習輔系、雙主修、師資培育課程、暑期班課程、校際選修課程、五年一貫課程及國際菁英組之繳費規定如下：

一、修習輔系課程者，如學校需另行開班授課，需另繳交學分費。學生因修習輔系而延長修業年限者，依延（修）畢生繳費規定辦理。

二、修習雙主修課程者，如學校需另行開班授課，需另繳交學分費。學生因修習雙主修而延長修業年限者，依延（修）畢生繳費規定辦理。

三、修習師資培育課程者，另依修習學分數繳納學分費。除符合本校退、休學退費標準者外，不得申請退費。

本校學生因修習師資培育課程而延長修業年限者，依延（修）畢學生繳費規定辦理；已繳全額學雜費者，不另收取師資培育課程學分費。

四、修習各學程課程（不含師資培育課程）者，如學校需另行開班授課，需依修習課程所屬院、系、所繳交學分費。

五、修習暑期班課程者，應依修習課程所屬系、所繳交學分費。已選課繳費，因重病或重大事故申請核准退選者，退還該課程全額學分費；因個人因素申請退選經核准者，退還該課程二分之一學分費。

六、校際選課學生，依其課程所屬系、所之學分費收費標準繳交學分費。

七、符合修習碩士班先修課程資格攻讀學、碩士學位者，前四年依學士班學生繳交學雜費，第五年依碩士班學生繳交學雜費。若未能在五年內取得碩士學位畢業，其第六年應比照碩士班二年級繳交全額學雜費。但自 108 學年起符合修習碩士班

先修課程資格身分入學碩士班者，其第六年按修習課程學分數及屬碩士論文之學分數，收取學分費及學分雜費。

八、選讀國際菁英組者，於大一第二學期以後轉入經核准，除當學期應繳納國際菁英組指導費，須於轉入學期加退選課程結束日前，補繳納自大一第一學期至轉入學期前所有未繳納之國際菁英組指導費，且補繳納費用後再申請轉出，前述費用不得申請退費；於學期中轉出經核准，當學期所繳國際菁英組指導費比照本校休退學之退費標準辦理。學生於國外攻讀雙聯學位或前往東海大學海外姊妹校交換學習之修課學期，免繳國際菁英組指導費。

第九條　學生就學期間赴境外學習或實習者，其出國期間之學雜費，除已簽訂合約者從其約定外，依如下原則繳交：

一、經推薦赴境外姐妹校交換之各學制學生（含屬延修生身分），需繳交全額學雜費。其為進修學士班學生者，每學期以 25 學分計收學分學雜費。

二、赴境外大學修讀雙聯學位學生、自費赴境外研修或實習學生，需繳交雜費。其為進修學士班學生者，每學期以 6 學分計收學分學雜費。

第十條　學期開始後，學生因故申請休、退學經核准者，除平安保險費外，按下列比率退費及繳費。凡符合退費者，應檢具繳費收據以憑辦理。

一、於註冊（繳費截止）日（含）前申請者，免繳費；已繳費者，全額退費。

二、註冊（繳費截止）日之次日起至上課（開學）日之前一日申請，已繳費者，學費或學分學雜費退三分之二，雜費及其他費用全退；未繳費者，應繳納學費或學分學雜費三分之一。

三、上課（開學）日（含）之後而未逾學期三分之一申請，已繳費者，學雜費或學分學雜費及其他費用退還三分之二；未繳費者，應繳納學費或學分學雜費及其他費用之三分之一。

四、上課（開學）日（含）之後逾學期三分之一，而未逾三分之二申請，已繳費者，學雜費或學分學雜費及其他費用退還三分之一；未繳費者，應繳納學費或學分學雜費及其他費用之三分之二。

五、上課（開學）日（含）之後逾學期三分之二申請，已繳費者，所繳費用均不予退還；未繳費者，應補繳納所有費用。

學生因故被勒令休學者，應依前項規定繳納相關費用。

前項所稱註冊（繳費截止）日、上課（開學）日，以本校行事曆所定日期為準。

申請休、退學認定時間，依學生（或家長）向學校註冊課務組正式提出休、退學申請之日為退費核算基準日。

休、退學之學生應於學校規定期限內完成離校手續，其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。

依教育部認定屬影響學生無法正常學習之重大災害申請休、退學者，得退回相關學雜費用，不受前各項規定之限制。

第十一條　有遞補制度之一年級新生及轉學生於學校招生遞補截止日（含）前申請退學者，扣

除行政手續費後，全額退費。其申請休學者及逾學校招生遞補截止日後始申請休、退學者，依前條規定辦理退費。

前項行政手續費，以學生應繳之學雜費、學分費、學分學雜費等費用總和之百分之五計算。

第十二條　學生未能於規定期限內繳清各項費用者；或經核准緩繳學雜費，未能依緩繳期限繳清者；或申辦就學貸款經財政部審核未合格，未能於本校通知補繳學雜費期限內繳清者，均依本校學則第十一條規定，以未註冊論辦理。

第十三條　本辦法如有未盡事宜，依本校其他相關法規辦理。

第十四條　本辦法經行政會議通過後實施。