Procedures for Payment and Refund of Tuition Fees

Article 1   These procedures were established to provide students with a better understanding of school fees and tuition.

Article 2   These procedures were established in accordance with the Student Fee Regulations for Junior Colleges and Institutions of Higher Education stipulated by the Ministry of Education. All students are required to pay tuition and fees accordingly each semester.

Article 3   Regulations concerning tuition and fees for degree-seeking students:

1. Undergraduate and Master's students will pay the tuition and miscellaneous fees. Students who enrolled in the Executive Master's Program or Master's (Program) Executive-ll Class Section will pay the miscellaneous fees and tuition which is calculated by multiplying the total number of credit hours for each course by the appropriate "credit hour tuition". Those enrolled in the Three-year Work Experience Degree Completion Program will pay the credit hour tuition and fees which is calculated by multiplying the total number of credit hours for each course by the appropriate "credit hour tuition".

2. Students studying in the Executive Master's Program who enroll in courses of the Master's (Program) Executive-ll Class Section or Executive Master of Business Administration (EMBA) will pay the credit-hour tuition based upon the credit hour fee standards set by the Executive-II Master's Program or the EMBA program in which the classes are listed.

3. For students enrolled in the Three-year Work Experience Degree Completion Program, those who have a limit of two-year study period will be charged credit-hour tuition for 20 credits per semester for the 1st year in advance; 16 credits for those enrolled in the 2nd year. Students who have a limit of three-year study period will be charged credit hour tuition for 16 credits per semester for the 1st year in advance; 10 credits for their 2nd year and 3rd year, respectively.

4. Students admitted after the 2009-10 academic years will pay a computer lab fee for network resource use. Students admitted before the 2009-10 academic year who take computer courses will pay a computer lab fee.

5. All students who take courses in the Teacher Education Program must pay the credit hour fees depending on the actual number of

credit hours taken after the add/drop period.

6. All students who take English or Japanese courses will pay a language lab fee.

7. Degree-seeking students will pay a student accident insurance fee. The amount for insurance fees will be based on the amount agreed upon in the insurance company contract.

8. Overseas Chinese students are required to pay for Overseas Chinese health insurance fee. International students will pay for International Student health insurance fee. The amount for insurance fees will be based on the amount stipulated in the Category 6 of the National Insurance Act.

Article 4   Regulations concerning tuition and fees for extended-graduation students:

1. Extended graduation students include: undergraduate students in their 5th year (6th year in Architecture) or above, Master's or Doctoral students in their 3rd year or above, and Master's Executive Class Section or Three-year Work Experience Degree Completion Program students in their 3rd year (4th year in Applied English/Japanese)or above.

2. Tuition and fees for extended-graduation students are charged on a per-credit-hour basis. To calculate the total tuition and fees, a student should multiply the total number of credit hours for each course by the "credit hour tuition" or the "credit hour miscellaneous fees" as set by the standards of the School to which the student belongs.

3. Students admitted before the 2009-10 academic year who take computer courses will pay a computer lab fee.

4. All students who take courses in the Teacher Education Program must pay the credit hour fees depending on the actual number of credit hours taken after the add/drop period.

5. All students who take English or Japanese courses will pay a language lab fee.

6. Extended-graduation students will pay a Student Accident Insurance Fee.

7. Fees for 9 credit hours or less are based upon the credit hour tuition or credit hour miscellaneous fees standards set by the college to which the student belongs. For 10 credit hours or more, the student must pay the entire tuition fee as set by the standards of the School to which the student belongs.

Article 5   Regulations concerning tuition and fees for summer session students:

1. Summer session tuition and fees are charged on a per-credit-hour basis. To calculate the total tuition and fees, a student should multiply the total number of credit hours for each course by the appropriate "credit hour tuition".
2. Students admitted before the 2009 academic year who take computer courses shall pay a computer lab fee.
3. All students who take courses in the Teacher Education Program must pay the credit hour fees depending on the actual number of credit hours taken after the add/drop period.
4. All students who take English or Japanese courses will pay a language lab fee.
5. Degree-seeking students may NOT enroll for more than 9 credits during a Summer Session (work-experience students limited to 6 credits).

Article 6 Any refund for overpayment or a supplemental payment for the difference will be made after the add/drop period. Students in Summer Sessions must pay tuition and fees by the deadlines. Unless a class cannot be opened, no courses add/drop or tuition refunds are possible during Summer Sessions.

Article 7 Tuition and fees payment for external students will be made in accordance with the payment regulations for students in the extended graduation period and summer sessions.

Article 8 Any matters which are not specifically covered in the above procedures will be handled in accordance with relevant university regulations.

Article 9 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.