



附件六：學生休退學退費作業要點

102.09.11 一 O 二學年度第一次教務會議通過

102.11.08 一 O 二學年度第三次行政會議通過

102.11.21 高醫教字第 1021103614 號函公布

- 一、為處理本校學生休、退學之退費相關事宜，特訂定本作業要點。
- 二、本校學生申請休、退學，依下列規定比例辦理退費：
 - (一)於開學日(含)之前申請休、退學者，應免繳費；已收費者，全額退費。
 - (二)於開學日之後而未逾學期三分之一申請休、退學者，其採學雜費核算者，退還學雜費及其餘費用總和之三分之二；其採學雜費基數核算者，退還學雜費基數、學分費及其餘費用總和之三分之二。
 - (三)於開學日之後逾學期三分之一，而未逾學期三分之二申請休、退學者，其採學雜費核算者，退還學雜費及其餘費用總和之三分之一；其採學雜費基數核算者，退還學雜費基數、學分費及其餘費用總和之三分之一。
 - (四)於開學日之後逾學期三分之二申請休、退學者，所繳學雜費、學雜費基數及其餘費用總和，不予退還。
- 三、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)之前申請退學者，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，依前點規定辦理退費。
- 四、前一學期已辦理休學，次學期再繼續辦理休學者，免繳費。
- 五、退費計算基準日如下：
 - (一)申請休學或自動退學者，其退費應依學生(或家長)向教務處提出休、退學申請及辦妥離校手續之日為計算基準日。
 - (二)勒令休、退學者，其退費應依學校休、退學通知送達之日為計算基準日；但因進行休、退學申復(訴)而繼續留校上課者，以實際離校日為計算基準日。
- 六、本作業要點所稱開學日及學期之計算，依本校正式公告之行事曆認定之。
- 七、辦理休、退學之學生，應備妥繳費收據正本及學生本人帳戶資料，依本要點第二條規定，提交本校教務處辦理退費手續。
- 八、本作業要點經教務會議及行政會議審議通過，陳請校長核定後，自公布日起實施，修正時亦同。



Appendix 6: Kaohsiung Medical University (KMU)

Guidelines for Refunds to Suspended or Withdrawn Students

September 11, 2013 Passed at the 1st Academic Affairs Meeting academic year 2013

November 8, 2013 Passed at the 3rd Administrative Meeting academic year 2013

November 21, 2013 Announced by KMU Academic Affairs Letter No. 1021103614

- I. These Guidelines have been established to handle matters related to the refund of fees to students who have suspended studies in KMU or withdrawn therefrom.
- II. Students applying for suspension or withdrawal from KMU shall be refunded according to the following ratios:
 - (I) Students who have applied for suspension or withdrawal prior to the start of school (inclusive) shall be exempt from paying any fees; students who have already been charged will receive a full refund.
 - (II) For students who apply for suspension or withdrawal after the start of school but before one-third of the semester has passed, two-thirds of the total tuition and miscellaneous fees shall be refunded to those on a full tuition and miscellaneous fees basis; and two-thirds of the total basic tuition and miscellaneous fees, credit fees, and remaining fees shall be refunded to those on a basic tuition and miscellaneous fees basis.
 - (III) For students requesting suspension or withdrawal after one-third of the semester has passed but not beyond more than two-thirds of the semester, one-third of the total tuition and miscellaneous fees shall be refunded on a full tuition and miscellaneous fees basis; and one-third of the basic tuition and miscellaneous fees, credit fees, and remaining fees shall be refunded to those on a basic tuition and miscellaneous fees basis.
 - (IV) No refund of full tuition and miscellaneous fees, basic tuition and miscellaneous fees, or remaining fees shall be made to students applying for suspension or withdrawal after two-thirds of the semester have passed.
- III. First-year and transfer students subject to the waitlist system who apply for withdrawal prior to the waitlist decision deadline (inclusive) shall receive a full refund; those who apply for suspension and those who apply for suspension or withdrawal after the waitlist decision deadline shall be refunded according to the previous regulations.
- IV. Students who have applied for suspension in the previous semester and continue to apply for suspension in the following semester are exempt from paying any fees.
- V. The base dates for calculating refund are as follows:
 - (I) For those who apply for suspension or withdrawal, the refund shall be calculated based on the date the student (or parent) submits the application for suspension or withdrawal to the Academic Affairs Office and completes the procedures for leaving school.
 - (II) For students who are subject to a suspension or withdrawal order from KMU, the refund shall be calculated based on the date of delivery of the suspension or withdrawal notice; however, if the student continues to attend school due to a suspension or withdrawal appeal process, the actual date of leaving school shall serve as the base date.
- VI. The calculation of the first day of school and semester as stated in these Guidelines shall be based on the official calendar published by KMU.
- VII. Students applying for suspension or withdrawal must prepare the original payment receipt and their account information, and submit them to the Office of Academic Affairs for refund in accordance with Article 2 of these Guidelines.
- VIII. These Guidelines were approved upon a resolution by the Academic Affairs Meeting and the Administrative Meeting, and implemented on the announcement date with the approval of the President. The same shall apply to all subsequent amendments.