

大仁科技大學學生休退學退費標準表
Tuition Refund Policy for Withdrawal and Leave of Absence

學生休、退學時間 Student's withdrawal period from school (includes leave or drop-out)	日間部學費、雜費退費比例 Day Program Tuition and Miscellaneous Fee Refund Rates	進修部及附設進修學院、進修專校（含在職專班，繳文學分時數費者） Continuing Education Division, Affiliated Continuing Education College, and Continuing Technical School (including in-service programs for students paying by credit hours)
一、註冊日（包括當日）前申請休退學者 Students who apply for withdrawal before the enrollment date (inclusive)	免繳費，已繳費者全額退費。 Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid.	免繳費，已繳費者全額退費。 Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid.
二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者 Apply for withdrawal from the day after the enrollment date to the day before the start of class	學費退還 2/3，雜費及其餘各費全部退還。 Two-thirds of the tuition will be refunded, and all miscellaneous and other fees will be fully refunded.	學分學雜費退還 2/3，其餘各費全部退還。 Two-thirds of the credit tuition and miscellaneous fees will be refunded, and all other fees will be fully refunded.
三、於上課（開學）日（包括當日）之後而未逾學期三分之一申請休、退學者 Apply for withdrawal from the first day of class and until less than one-third of the semester	學雜費及其餘各費均退還 2/3。 Two-thirds of the tuition, miscellaneous, and other fees will be refunded.	學分學雜費及其餘各費均退還 2/3。 Two-thirds of the credit tuition, miscellaneous, and other fees will be refunded.
四、於上課（開學）日（包括當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者 Apply for withdrawal from the first day of class until after one-third of the semester, but less than two-thirds of the semester	學雜費及其餘各費均退還 1/3。 One-third of the tuition, miscellaneous, and other fees will be refunded.	學分學雜費及其餘各費均退還 1/3。 One-third of the credit tuition, miscellaneous, and other fees will be refunded.
五、於上課（開學）日（包括當日）之後逾學期三分之二申請休、退學者 Apply for withdrawal from two-thirds of the semester after the start of class	所繳各費均不退還。 Tuition and miscellaneous fees paid are non-refundable.	所繳各費均不退還。 Tuition and miscellaneous fees paid are non-refundable.

備註：

- 本校關於學生因故辦理休退學之退費基準悉遵照教育部「專科以上學校學雜費收取辦法」第 15 條及「專科以上學校向學生收取費用辦法」第 8 條規定辦理。
- 本表所稱學期 1/3 或學期 2/3 之日期以本校公告行事曆為準。
- 本表適用本校各年級正式學制班別（含日間部、進修部、在職專班及附設進修學院、進修專校等各學制）；惟有遞補制度之一年級新生擬退學（不保留學籍），另依說明 4 之規定辦理；其申辦休學者（保留學籍）仍依本表規定辦理。
- 前項所稱有遞補制度之一年級新生擬退學（不保留學籍），於本校招生遞補截止前提出退學申請者，僅收取行政手續費（以所繳費用之 5% 為限）後辦理全額退費；若逾本校招生遞補截止日提出休退學者，依本表各規定辦理。
- 延修生若原為學雜費制繳費，除依本校規定於延長修業期間仍採學雜費制繳費者外，適用學分學雜費制辦理退費。
- 申辦退、休學時已辦就學貸款者，除依上開各項條件核計應退金額外，退費方式依教育部或臺灣銀行相關規定辦理。
- 代收款項由各委託收款單位自行辦理退費事宜。

Remarks:

- The tuition refund standards for students who withdraw or take a leave of absence are handled in accordance with Article 15 of the Regulations on the Collection of Tuition and Fees by Schools at or above the Junior College Level and Article 8 of the Regulations on the Collection of Fees from Students by Schools at or above the Junior College Level, issued by the Ministry of Education.
- The dates corresponding to "one-third of the semester" or "two-thirds of the semester" in this table shall be based on the academic calendar announced by the university.
- This table applies to all official programs and year levels of the university (including Day Programs, Continuing Education Division, In-Service Programs, Affiliated Continuing Education College, Continuing Technical School, etc.). However, first-year students under the enrollment replacement system who intend to withdraw (without retaining student status) shall follow the provisions described in Note 4. Those applying for leave of absence (retaining student status) shall follow the regulations in this table.
- First-year students under the enrollment replacement system who intend to withdraw (without retaining student status) and submit their withdrawal application before the university's enrollment replacement deadline will receive a full refund after deducting an administrative handling fee (limited to 5% of the paid fees). If withdrawal or leave of absence is submitted after the enrollment replacement deadline, the refund will be processed according to the provisions in this table.
- For students extending their study period (extended students) who originally paid by tuition and miscellaneous fees, refunds shall follow the university's regulations; if they continue to pay under the tuition and miscellaneous fee system during the extended period, refunds will be handled under the credit tuition and miscellaneous fee system.
- For students who have already applied for student loans when requesting withdrawal or leave, the refundable amount shall be calculated according to the above conditions, and the refund method shall follow the regulations of the Ministry of Education or Taiwan Cooperative Bank.
- Refunds of entrusted collections shall be handled by the respective collection agencies.