

## **Tajen University Student Tuition Refund Standards for Withdrawal or Leave**

### **Withdrawal/Leave Time**

Daytime Division (For those who have paid tuition and miscellaneous fees)

Continuing Education and Attached Continuing Education Colleges,  
Continuing Schools (Including on-job programs, for those who have paid credit hour fees)

1. Applications for withdrawal or leave submitted on or before the registration day (including the day itself):  
No fees are required, and those who have already paid will be fully refunded.
2. Applications for withdrawal or leave submitted from the day after the registration day up to the day before classes start:  
Tuition will be refunded 2/3, and all other fees will be fully refunded.
3. Applications for withdrawal or leave submitted after the start of classes (including that day) but before one-third of the semester has elapsed:  
Tuition and other fees will be refunded 2/3.
4. Applications for withdrawal or leave submitted after one-third of the semester has elapsed but before two-thirds of the semester has elapsed:  
Tuition and other fees will be refunded 1/3.
5. Applications for withdrawal or leave submitted after two-thirds of the semester has elapsed:  
No refunds will be given.

### **Notes:**

1. The standards for refunds upon withdrawal or leave due to various reasons adhere to the "Regulations on Tuition and Miscellaneous Fees for Institutions of Higher Education" Article 15 and "Regulations on Fees Charged to Students by Institutions of Higher Education" Article 8 set by the Ministry of Education.
2. The dates corresponding to one-third or two-thirds of the semester mentioned in this table are determined according to the academic calendar announced by our institution.

3. This table applies to all grades and divisions at our institution (including daytime and continuing education divisions, on-job programs, and attached continuing education colleges, etc.). However, freshmen in grades with a substitution system who wish to withdraw (without retaining student status) will be handled according to Note 4; those who apply for leave (retaining student status) will be processed according to this table.
4. For freshmen referred to in the previous item under a substitution system who wish to withdraw (without retaining student status) and submit their application before the deadline for admissions substitutions at our institution, only an administrative fee (limited to 5% of the paid fees) will be charged before a full refund is processed; if the application for withdrawal or leave is submitted after the deadline, it will be handled according to the provisions of this table.
5. For students who are extending their studies and were originally under a tuition and miscellaneous fees system, refunds will be processed under the credit hour fees system, unless it is specified by our institution that the tuition and miscellaneous fees system will continue to be used during the extended period of study.
6. For those who have taken out student loans at the time of applying for withdrawal or leave, the refund amount will be calculated according to the above conditions, and the refund method will be in accordance with the regulations set by the Ministry of Education or Bank of Taiwan.
7. Refunds of collected payments will be handled by the respective authorized collection agencies.