

臺北基督學院學生休退學退費標準

Tuition Fee Refund Criteria for suspension and withdrawal students of Christ's College Taipei

民國一〇三年十月九日教務會議通過

一、依教育部民國 103 年 05 月 14 日修正「專科以上學校學雜費收取辦法」附表二「專科以上學校學雜費退費基準表」及本校學則第十一條辦理。

Article 1 This table base on MOE 2014.05.14 amended regulation of “Colleges/Universities tuition fee” attachment 2 “College/University tuition and miscellaneous fee refund criteria table” and Article 11 of Christ’s College regulations.

二、相關退費比例如下表：

Article 2 Refund as following table,

休退學日期 The date of Finishing suspending/withdrawal process	退費基準 Refund
1. 註冊前休學者 Before registration day and does not come to school	免繳費。若已經繳費則全額退費。 Students do not need to pay tuition fee before the registration day. If student paid the tuition fee and miscellaneous fees before registration day and does not come to school all tuition fee and miscellaneous fees will be refunded.
2. 註冊後上課前退、休學者 Finish suspending/withdrawal process before the student begins class and after the registration day	學費退還 2/3，雜費及其餘各費全部退還。平安保險費一律不退還。Two-third of the tuition fee will be refunded and other payment will be refunded at 100% before the student begins class and after the registration day. Student insurance fee will not be refunded.
3. 上課後未逾學期三分之一〈依各校行事曆計算，以下均同〉而退、休學者 Finish suspension or withdrawal after student begins classes begin and before one-third of the semester.	學、雜費及其餘各費退還 2/3。平安保險費一律不退還。 Two-third of both the tuition fee and misalliance fees will be refunded. Student insurance fee will not be refunded.
4. 上課後逾學期三分之一，未逾三分	學、雜費及其餘各費退還 1/3。平安保

之二而退、休學者 After the student begins classes and before two-thirds of the semester	險費一律不退還。 One-third of both tuition fee and misalliance fees will be refunded. Student insurance fee will not be refunded.
5. 上課後逾學期三分之二而退、休學者 After two-third of this semester	所繳各費均不退還。 No fees will be refunded
<ul style="list-style-type: none"> ● 退、休學時請攜帶繳費收據正本辦理退費。 Please bring your tuition fee and payment receipt to deal with tuition fee and payment refund as you apply suspension or withdrawal. 	

三、膳費之退費標準，悉依學生膳食委員會之規定辦理。

Article 3 Refunds for meal will be according to meal committee regulations of the student council.

四、本表所定註冊日、開學上課日、學期日期計算，依本校公告之行事曆認定之。

Article 4 Registration Day, the date of school beginning and school calendar day count is according to the school calendar announcement.

五、本表所稱其餘各費，指學雜費、學分費、學生平安保險、及延誤註冊罰款等以外各項代收代辦費。

Article 5 Other payment of the table excludes tuition fee, credits fee, student insurance, and penalty for delaying registered.

六、學生休退學日期，以學生或家長向受理單位正式提出休退學之申請日，為計算基準日；勒令退學者，以本校送達通知之日為基準日。但因進行退學申訴仍留校上課者，以實際離校日為計算基準日。其有因可歸責學生之因素，而延宕相關程序，以實際離校日為計算基準日。

Article 6 The date of student's suspension/withdrawal is based on the date student or parents/guardian sends suspension/withdrawal application form. The date of students' expulsion is based on the date of student or parents/guardian receiving the expulsion letter from the school. For the student who is expelled and sent appeal application, so that a student delay to finish the procedure, the date is based on which the student leaves school.

七、延修生如修習九學分以下，仍比照本表辦理退費。

Article 7 Part-time students (9 credits) that withdraw or are suspended follow this table.

八、本表辦理代收退費，按本表辦理退費。學生會費按學生會規定辦理，若學生會無相關規定，則按本表辦理學生會費退費。

Article 8. This table deals other payment refund base on this table. Student council member fee refund is according to the regulations of student council. If student

council does not have the related regulation, the student council member fee refund base on the table.

九、未完成註冊繳費之學生，須按本校學則辦理註冊。

Article 9. If student does not finish registration process, he/she should finish registration according to the school regulations.

十、本標準表經教務會議後發佈實施。修正亦同。

Article 10. The table will be implemented after it is approved by the Academic Affairs Meeting. Any revision of the policy will follow the same procedure.