

# National Taiwan Ocean University

## “Standard Table for Refunding for Student Leaves of Absence and Withdrawals”

Approved by the first Academic Affairs Meeting of the first semester of the 2003 academic year on October 16, 2003.  
 Amended and approved by the first Academic Affairs Meeting of the second semester of the 2003 academic year on March 25, 2004.  
 Promulgated on May 4, 2004, through Hai-Jiao-Zhu-Zi No.0930003640.  
 Amended and approved by the first Academic Affairs Meeting of the first semester of the 2006 academic year on September 7, 2006.  
 Promulgated on September 21, 2006, through Hai-Jiao-Zhu-Zi No.0950009035.  
 Amended and approved by the second Academic Affairs Meeting of the first semester of the 2007 academic year on December 18, 2007.  
 Promulgated on January 29, 2008, through Hai-Jiao-Jin-Zi No.0970001138.  
 Amended and approved by the second Academic Affairs Meeting of the first semester of the 2011 academic year on December 29, 2011.  
 Promulgated on February 10, 2012, through Hai-Jiao-Jin-Zi No.1010001462.  
 Amended and approved by the first Academic Affairs Meeting of the second semester of the 2017 academic year on April 26, 2018.  
 Promulgated on June 10, 2018, through Hai-Jiao-Zhu-Zi No.1070013298.

Items	For those paying tuition and miscellaneous fees	For those paying tuition and miscellaneous fees per credit
1. Applications for leave of absence or withdrawal from <u>the day following the registration day up to 2 weeks after the start of classes (including the day classes begin)</u> .	Exempt from fees; if already paid, a full refund will be issued.	Exempt from fees; if already paid, a full refund will be issued.
2. Applications for leave of absence or withdrawal from <u>the 3rd to the 6th week</u> after the start of classes (including the day classes begin).	2/3 refund of the total sum of tuition, miscellaneous fees, and other fees.	2/3 refund of credit fees, tuition fee base (or tuition per credit), and other fees.
3. Applications for leave of absence or withdrawal from <u>the 7th to the 12th week</u> after the start of classes (including the day classes begin).	1/3 refund of the total sum of tuition, miscellaneous fees, and other fees.	1/3 refund of credit fees, tuition fee base (or tuition per credit), and other fees.
4. Applications for leave of absence or withdrawal <u>after the 13th week</u> of classes (including the day classes begin).	No refund of any paid fees.	No refund of any paid fees.

1. For students in special classes with contracts (e.g., Industry Research Masters Programs), refunds for leaves of absence or withdrawals will be processed according to this table, and relevant rights and obligations (such as breach of contract compensation) will be handled according to their contracts.
2. The dates of registration, start of classes, and calculation of semesters will be based on the official academic calendar of the University. "Other fees" mentioned in this table refer to costs other than tuition, credit fees, tuition per credit, tuition fee base, student insurance fees, and late registration penalties.
3. For students applying for a leave of absence or automatic withdrawal, the date of application submission to the University's processing unit by the student (or parent) will be the basis for calculation. For students ordered to withdraw, the date of delivery of the withdrawal notice from the University will be used. However, if the withdrawal is appealed and the student continues to attend classes, the actual departure date will be used. Students on leave or withdrawing should complete the departure procedures within the University's specified period; delays due to student-related factors will result in the actual departure date being used.
4. Students with delayed graduation taking 9 credits or less (inclusive) and charged per credit will have refunds processed according to this table.
5. Refunds of fees collected on behalf of the University will be processed according to this table; if clothing has been purchased, the clothing will be issued. For student council fees collected, the student council's regulations will apply. If no refund regulations exist, refunds will be processed according to this table.
6. Students who have not completed registration and payment must first register according to the University's "Regulations for Student Registration and Leave of Absence."
7. The term "new students" refers to students newly admitted in the first semester of their first academic year at the University.
8. This standard table will be implemented upon approval by the Academic Affairs Meeting.

Note: These regulations are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.