

**NATIONAL TAIWAN OCEAN UNIVERSITY**  
**GUIDELINES FOR PAYMENT OF TUITION FEES AND CREDIT FEES**

Approved in the Fifth Administrative Meeting in the Second Semester of Academic Year 2009/2010 on July 8, 2010  
Promulgated Pursuant to NTOU Order No. 0990008562 on July 15, 2010

Article 1

These Guidelines are enacted to inform students of the information and procedures regarding payment of tuition and other mandatory fees.

Article 2

Students enrolled in any degree program (Day Division) shall pay the tuition and other mandatory fees in accordance with the Standards of Tuition Fees announced by the University each academic year. Students enrolled in any Continuing and Extension Education program shall pay the required fees in accordance with the fee standards stipulated for each program. Tuition fees shall be paid in full for all students except for those who apply for tuition fee loan or who are eligible for tuition fee reductions.

Article 3

All students shall pay the applicable fees each semester according to their individual programs, as follows:

1. Undergraduate programs (Day Division): All undergraduate students shall pay tuition fees, including those who take more than 9 credits in their extended year of study. Students who take less than 9 credits (inclusive) in their extended year of study shall pay the credit fees for the courses they take, instead of tuition fees.
2. Graduate programs (Day Division): Tuition fees and credit fees shall be paid.
3. Undergraduate Continuing and Extension Education programs: Students need not pay the tuition fees but shall pay the credit fees for the courses they take.
4. In-service master's programs (graduate Continuing and Extension Education programs): Tuition fees and credit fees shall be paid.
5. Industrial technology research and development master's programs: Tuition fees and credit fees shall be paid.

In addition to the aforementioned fees, students shall also pay for students' safety insurance, and the use of computers and internet (for students enrolled after academic year 2008/09) pursuant to the regulations of the University.

#### Article 4

Regulations on special fees are as follows:

1. Undergraduate students in their extended year of study who take less than 9 (inclusive) credits of courses shall pay the credit fees instead of tuition. The amount of credit fees to be paid shall follow the credit fee standards of undergraduate Continuing and Extension Education programs. Undergraduate students who take more than 9 credits shall pay tuition and mandatory fees.
2. Students in graduate programs and industrial technology research and development programs shall pay tuition fees each semester (until they graduate) and credit fees for the courses they take each semester. If a student only undertakes thesis research for the semester, he/she shall pay the tuition fees, instead of credit fees.
3. Students in in-service master's programs shall pay the tuition each semester (until they graduate), credit fees for the courses they take each semester, and credit fees for the thesis (6 credits). Any student who failed the degree examination but has not reached the time-limit of study may apply for a retake of the degree examination. In this case, he/she shall pay the credit fees for the thesis again.
4. Elective students
  - (1) Elective students shall pay the credit fees according to the credit fee standards of their individual programs. The credit fee standards of Continuing and Extension Education programs of the University shall apply to undergraduate programs of both Day Division and Evening Division (Continuing and Extension Education programs). The credit fee standards of each department/institute of Day Division shall apply to graduate programs of both Divisions. A mandatory fee of NTD 300 shall be charged for each credit.
  - (2) Mainland Chinese students from NTOU's sister universities shall pay tuition fees and credit fees in accordance with the previous provision. Mainland Chinese students not coming from NTOU's sister universities shall pay NTD 2,100 per credit and a mandatory fee of NTD 300 shall be charged for each credit.
5. Inter-university course selection

Students who take courses of the University through inter-university course selection arrangement shall follow the credit fee standards of the individual programs offering the courses.

6. Students in graduate programs who take undergraduate courses shall pay the credit fees in accordance with the credit fee standards of undergraduate Continuing and Extension Education programs. Undergraduate students in the Day Division who take graduate courses need not pay the credit fees for the graduate courses.
7. Students in industrial technology research and development programs who take courses offered by other programs shall pay the credit fees in accordance with the credit fee standards of the graduate programs or the undergraduate Continuing and Extension Education programs if the credits are not counted into the total number of credits for graduation.
8. The fee standards for General Education courses of students in the undergraduate Continuing and Extension Education programs shall apply to the credit fees for General Education courses.
9. The fee standards for undergraduate Continuing and Extension Education programs shall apply to credit fee for summer courses for students enrolling in this University. Students from other universities who take courses offered by the University shall pay a credit fee of NTD 1,230 per credit.
10. Undergraduate students in their extended year of study, graduate students of all programs of the University and undergraduate students in Continuing and Extension Education programs who take Physical Education courses and Service-Learning Program shall pay the credit fees for each course hour in accordance with the fee standards for General Education courses.
11. Students in Continuing and Extension Education programs who take courses offered by the programs of Day Division or take courses under special circumstances shall observe the following provisions:
  - (1) Students who take courses offered by Teacher Education programs shall pay credit fees in accordance with the credit fee standards for Teacher Education programs.
  - (2) Students in Department of Administration of Marine Resources who take courses offered by other programs (Teacher Education programs not included) shall pay credit fees in accordance with the standards of Department of Administration of Marine Resources.
  - (3) Undergraduate students in the Continuing and Extension Education programs who take courses offered by programs of Day Division shall pay credit fees in accordance with the standards of their individual Continuing and Extension Education programs.

- (4) Undergraduate students in the Continuing and Extension Education programs who take graduate courses offered by graduate programs of the Day Division shall pay credit fees in accordance with the standards of the graduate programs. Undergraduate students in the Continuing and Extension Education programs who take courses offered by the in-service master's programs shall pay credit fees in accordance with the standards of the in-service master's programs.
- (5) Students in the in-service master's programs who take courses offered by Teacher Education programs shall pay credit fees in accordance with the standards of the Teacher Education programs. A student in an in-service master's program shall pay credit fees in accordance with the fee standards of the in-service master's programs if he/she wishes to take courses offered by other in-service master's programs or by graduate programs as his or her credits for graduation. If the credits of the courses taken are not counted into the total number of credits for graduation, students in the in-service master's programs shall pay credits fees for each undergraduate course taken in accordance with the fee standards of the undergraduate Continuing and Extension Education programs and pay credits fees for each graduate course taken in accordance with the fee standards of the graduate programs.

## 12. Teacher Education Programs

- (1) A credit fee of NTD 1,230 shall be charged for each credit.
- (2) Students of all programs who take Teacher Education programs shall not only follow Article 3 and Paragraphs 1 - 11 of Article 4 of the Guidelines, but also pay credit fees for courses of the Teacher Education programs.
- (3) Students of all programs who fulfilled the credit requirements for graduation, passed the degree examination but have not reached the study time-limit shall pay tuition and other mandatory fees if they have not finished their Teacher Education programs.

## Article 5

Payment methods for students of each program are as follows:

1. Programs of Day Division: Students may make payment at any First Bank branch in person with the invoice, make payment by credit cards or through automatic facilities such as ATM, phone payment system or

online banking by the deadline.

2. Continuing and Extension Education Programs: Students shall follow the previous provision to finish the payment by the deadline. Students in the undergraduate Continuing and Extension Education programs shall be charged credit fees for 16 credits in advance for the first three academic years and credit fees for 9 credits in advance for the fourth academic year (not including students in their extended year of study); students in in-service master's programs shall be charged tuition and credit fees for 8 credits in advance for their first academic year, tuition and credit fees for 4 credits in advance for their second academic year. After the results of course selection, students shall get a refund of credit fees or be asked to pay for insufficient credit fees according to the total number of credits they take for the semester.

#### Article 6

The due date for each payment is as follows:

1. Tuition fees are due on the registration deadline. For newly-admitted students, except for those who apply for a leave of absence or admission deferral, failing to pay the tuition fees by the due date and to finish the registration procedures shall lead to the revocation of their eligibility for enrollment. Current students who failed to pay the tuition fees by the due date shall pay fines in accordance with the following provisions, which shall be applicable from the date of registration deadline:
  - (1) Overdue no longer than 3 days: a late payment fine of NTD 100 shall be charged for payment which is one-day overdue; NTD 200 for payment which is two-day overdue; and NTD 300 for payment which is three-day overdue.
  - (2) Overdue longer than 4 but less than 7 days: A late payment fine of NTD 500 shall be charged.
  - (3) Overdue longer than 8 but less than 12 days: A late payment fine of NTD 1,000 shall be charged.
  - (4) Overdue longer than 13 but less than 30 days: A late payment fine of NTD 1,500 shall be charged.
  - (5) Overdue longer than 30 days: A late payment fine of NTD 1,500 shall be charged; moreover, students shall apply for suspension of studies after clearing the outstanding payment calculated pursuant to the NTOU Table of Refunds Rules for Withdrawing Students. Students who are duly notified but still fail to apply for suspension of studies

shall be expelled from NTOU unless such failure is due to force majeure.

2. Credit fees shall be paid by the due date. Students who fails to pay the credit fees by the due date shall pay fines in accordance with the following provisions, which shall be applicable from the due date:
  - (1) A late payment fine of NTD 100 per day shall be charged.
  - (2) Payment which is overdue for 10 days shall lead to suspension from course selection for the next semester until the payment is fulfilled.

#### Article 7

Students who apply for tuition fee loan shall submit the application materials to the Division of Life Guidance Services (Office of Student Affairs) by the application deadline.

#### Article 8

Registration procedures for each student are not considered completed until the payment is made. Failure to make the payment shall lead to expulsion from the University or other punishments in accordance with relevant regulations.

Students shall clear the outstanding payment before leaving the University.

#### Article 9

These Guidelines are promulgated upon approval of the Administrative Committee.

**Note: The Guidelines are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.**