

# Aletheia University Regulations Governing Student withdrawal and Tuition Refund

Passed by the School Executive Meeting on January 21, 2009

Amended and passed by the School Executive Meeting on November 11, 2019

Article 1. These regulations are formulated based on the "Measures for Collection of Tuition and Miscellaneous Fees for Colleges and above" and "Measures for Collection of Fees from Students by Colleges and above" promulgated by the Ministry of Education.

Article 2. The fees charged by the school from students are divided into four categories: tuition, miscellaneous fees, usage fees and agency fees.

Article 3. The usage fee items are as follows:

1. Dormitory fees.
2. Computer lab fees.
3. Language lab fees.
4. Music guidance fees.
5. Music Department piano room usage fee.
6. Dormitory electricity bills and dormitory restoration fees.
7. Computer and Internet communication usage fees.
8. Other usage fees.

Article 4. Other collection for are as follows:

1. Student safety insurance premium.
2. National health insurance premiums for overseas Chinese and foreign students.
3. Other agency fees.

Article 5. The fees charged by the school from students will be refunded in accordance with the following regulations:

1. Tuition, miscellaneous fees and usage fees (excluding dormitory electricity bills and dormitory restoration fees):

(1) General provisions:

- A. Students who apply for leave or withdrawal before the registration date (including the same day) are exempt from paying fees; students who have already paid fees will be refunded in full.
- B. For students who apply for leave or withdrawal from the day after the registration date to one day before the class (start) day, two-thirds of the tuition fees, credit miscellaneous fees will be refunded, and all miscellaneous fees, credit fees and other fees will be refunded.
- C. If a student applies for leave or withdrawal after the class start date (inclusive) but within one-third of the semester, two-thirds of the tuition, miscellaneous fees and other fees will be refunded.
- D. If a student applies for leave or withdrawal more than one-third of the semester after the class start date (including that day) but less than two-thirds of the semester, one-third of the tuition, miscellaneous fees and other fees will be refunded.
- E. If a student applies for leave or withdrawal more than two-thirds of the semester after the start of class (including the same day), the tuition, miscellaneous fees and other fees paid will not be refunded.

(2) For freshmen and transfer students in the first grade under the back-up system who apply for withdrawal before the school's admissions back-up deadline (inclusive) (those who do not retain their student status), the tuition and miscellaneous fees will be refunded in full after deducting the administrative handling fee. The administrative handling fee is charged at 5% of the total tuition and miscellaneous fees, credit fees, credit-based tuition and miscellaneous fees payable by the students; those who apply for leave of absence (those who retain their student status) and those who apply for leave of absence or dropout after the deadline for enrollment in the school shall be charged according to the general Provides for refunds. Students in special classes with a contract who apply for leave or withdrawal will be refunded in accordance with general regulations, and their relevant rights and obligations (such as compensation for breach of contract, etc.) will still be handled in accordance with their contract.

(3) The registration date, class start date, semester calculation, etc. shall be determined according to the calendar officially announced by the school.

(4) For students who apply for suspension of study or voluntarily withdraw from school, the date of suspension or withdrawal shall be based on the date when the student (or parent) formally submits the application for suspension or withdrawal to the school's acceptance unit. For students who are ordered to withdraw from school, the date of withdrawal shall be based on the school's withdrawal notice. The date of delivery is the base date for calculation. However, for those who continue to stay in school due to filing a withdrawal application (suit), the actual date of departure from school will be used as the base date for calculation.

Students who retire or withdraw from school should complete the departure procedures within the time limit specified by the school; if the relevant procedures are delayed due to factors that can be attributed to the student, the actual departure date will be used as the base date for calculation.

2. Dormitory electricity bills and dormitory restoration funds: Dormitory electricity bills will be refunded based on the remaining balance when checking out; dormitory restoration funds will be refunded in full.

3. Various agency fees:

(1) Student safety insurance premium:

A. Those who apply for withdrawal before one-third of the semester will receive a full refund. Those who apply for leave of absence may choose to renew the policy without refund or receive a full refund.

B. No refund will be given after one-third of the semester has passed.

(2) National health insurance premiums for overseas students and foreign students: The remaining fees will be refunded starting from the month after the date of application for leave or withdrawal. Those who apply for leave of absence may choose not to refund and the school will pay the fee until the end of the semester.

Article 6. Refund procedures:

1. Students apply for leave or withdrawal from the Academic Affairs Office (Taipei Campus Registration Section, Tainan Campus Teaching Affairs Section) and fill out the "Leave or Withdrawal Application Form".

2. Students should bring the following form to the Accounting Office to determine the refund amount:

(1) Application for withdrawal from school.

(2) Check-out application form and dormitory electricity bill refund certificate form (apply to the dormitory management unit for the form).

(3) Students must apply to the International Affairs Center for refund of the national health insurance premiums for overseas Chinese and foreign students. The International Affairs Center compiles a list of all refunded students and requests for refunds.

Students on leave of absence who apply for a refund of student safety insurance premiums must first go to the Military Training Office (Tainan Campus is the Teaching Affairs Section) to fill out a voluntary refund declaration form.

(4) Students provide the student financial institution account number to the cashier office for refund by remittance. If the student provides a parent's financial institution account number, a copy of the student's ID card must be attached.

Article 7. This key point shall be implemented after being approved by the Executive Meeting and approved by the president of the University. The same applies to revisions.