

Chung Hua University
Academic Year of 104 (Semester I)
Leave Of Absence and Withdrawal Refund Policy

Leave of Absence or Withdrawal Period	Students	Division	Payment Time Frame		Leave of Absence and Withdrawal Refund		
					Tuition and Miscellaneous Fees Payment Method	Course Credit Fees and Miscellaneous Fees Payment Method	Semester/Term Payment System
1. Applications received on or before registration date	Freshmen and first-year transferees	See 1 below	Before and on 2015/8/21		Full refund	Full refund	Full refund
		See 2 below	Before and on 2015/9/9				
	others	all	Before and on 2015/9/14				
2. Applications received after registration date and before the date of the school beginning	Freshmen and first-year transferees	See 3 below	Before and on 2015/8/22~2015/9/14	Leave of Absence	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable • Full refund of Facilities fee and other charges 	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable. • Full refund of Facilities fee and other charges 	2/3 of Facilities fee refundable.
				Withdrawal	<ul style="list-style-type: none"> • Processing fee • All paid fees refundable 		
		See 4 below	Before and on 2015/9/10~2015/9/14		<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable • Full refund of Facilities fee and other 	<ul style="list-style-type: none"> • 2/3 of Tuition fee refundable. • Full refund of Facilities fee and other charges 	2/3 of Facilities fee refundable.

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				charges		
3. Before 1/3 of the semester	All	All	Sep. 15, 2015~Oct. 23, 2015	2/3 Refund of Tuition & Miscellaneous Fees	2/3 Refund of Tuition & Credit Fees	2/3 Refund of Tuition & Fees
4. After 1/3 and before 2/3 of the semester	All	All	Oct. 26, 2015~Dec. 4, 2015	1/3 Refund of Tuition & Miscellaneous Fees	1/3 Refund of Tuition & Credit Fees	1/3 Refund of Tuition & Fees
5. After 2/3 of the semester	All	All	Dec. 7, 2015	No refund	No refund	No refund

1. Two-year undergraduate program for working professions, Master degree program, Master degree program for working professions, Doctoral degree program
2. Undergraduates and Continuing Studies Undergraduate Program
3. Two-year undergraduate program for working professions, Master degree program, Master degree program for working professions, Doctoral degree program
4. Undergraduates and Continuing Studies Undergraduate Program

Notes:

1. The refund standard is based on the “Tuition & Fee Payment Guidelines for Junior College and University” which was drafted by Ministry of Education on Dec. 19, 2014.(No. 1030180164B; Article 15: “Tuition & Fee Refund Standard for Junior College and University”)
2. A weekly Schedule is based on the school calendar.

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3. Other fees include the usage of computers, websites, language labs & swimming pools.
4. For leaving of absence & quitting school, you are required to apply for refund by submitting the following documents such as “Proof of Payment”, “Refund Application Form of Leaving of Absence & Quitting Dormitory & School” & “Proof of Quitting School.”
5. Administrative fees are 5% of the total of tuition, credit & miscellaneous fees.
6. If forced withdrawal or suspension, you are allowed to apply for refund of your payment of tuition, credit & miscellaneous fees.