

實踐大學108學年度學雜費退費基準表

Rules of Students Drop-out and Suspension

學生辦理休、退學退費計算標準：(依教育部 106年4月19日臺教高(一)字第 1060047866B號令修訂之「專科以上學校學雜費收取辦法」附表二辦理)。

教育部規定	休、退學 申請日期		退費計算標準
	上學期 (108年)	下學期 (109年)	
一、開學註冊日(含)前 Before classes begin in the current semester	9/9以前	2/17 以前	免繳費；已繳費者退全額 Tuition free ; full tuition fee can be refund
二、上課(開學)日(含)之後未逾學期 1/3 Within 1/3 of the current semester	9/10~10/21	2/18-3/30	學雜費、學分費、學雜費基數及其餘各費退 2/3 Deadline for two-thirds of tuition refund for withdrawing for semester
三、上課(開學)日(含)之後逾學期 1/3 未逾學期 2/3 Within 2/3 of the current semester	10/22~12/2	3/31~5/11	學雜費、學分費、學雜費基數及其餘各費退 1/3 Deadline for one-third tuition refund if withdrawing for semester
四、上課(開學)日(含)之後逾學期 2/3 Over 2/3 of the current semester	12/3 以後	5/12以後	不退費 No tuition refund

備註：

1. 學生辦理休、退學，一律以向教務處註冊課務一組(進修部教務組)申辦登錄日作為計算退費基準日，惟若自**申辦登錄日起十五日**內未完成全部手續者，則以手續完成時教務處(進修部)之核准日作為計算退費基準日。

If students apply for drop-out or suspension, they need to apply it at Registration and Curriculum Section. The refund is based on the day you finish the application. The whole procedure should be finished within 15 days. If not, the refund will be admitted since the day you finish whole procedure.

2. 辦理休、退學退費應攜帶文件：學雜費繳費單收執聯或 ATM 轉帳明細表或信用卡交易明細表(若無法親至辦理退費，請填妥代辦退費委託書)。

Carry the following documents for applying drop-out or suspension: The receipt of the tuition fee, the receipt of ATM transaction or credit card (if students cannot apply it in person, please fill in the authorization letter).

3. 退費方式：學雜費退費申請流程完成後，由會計室製作傳票，出納組開立支票後支付，同學可選擇「親自領取」或以「匯款」方式入學生帳戶(請提供學生本人帳戶影本)。

Refunding procedures :

After finishing the procedure of refund, the Accounting Office will issue the voucher, and the Cashier's Section will distribute the check. Students can choose either claim it in person or deposit to your account (Please provide students account number and copy of passport).