

學雜費（學分費）繳費說明

Tuition and Miscellaneous Fees (Credit Fees) Payment Instructions

一、繳費期間：Payment Period:

1. 學雜費（繳費單樣式如附）

第一學期：

舊生：約 8 月中旬至舊生註冊日。

碩、博班一年級新生：約 8 月中旬至碩、博班新生註冊日。

大學部一年級新生：約 8 月 26 日至大一新生註冊日。

第二學期：開學前

1. Tuition and miscellaneous fees (a sample payment form is attached):

1st semester:

Returning students (including transfer students): From around mid-August to the registration day for returning students

1st year master's or doctoral degree students: From around mid-August to the registration day for 1st year master's or doctoral degree students

Freshmen (undergraduate school): From August 26 to the registration day for freshmen

2nd semester: Before the semester begins

2. 學分費

第一學期約第 6 週至第 8 週。

第二學期約第 5 週至第 7 週。

2. Credit fees

1st semester: Around the 6th week to the 8th week

2nd semester: Around the 5th week to the 7th week

二、繳費方式：Modes of Payment:

請持繳費單於學雜費繳費期間內(1)ATM 轉帳(2)郵局櫃檯(3)各地 指定超商(4)信用卡(5)中信銀櫃檯等方式進行繳款。未依期限繳清者，新生或轉學生撤銷其入學資格；舊生尚有休學年限者，視同自願申請休學，其休學期間計入休學年限；已逾休學年限者者應予勒令退學；連續兩學期未完成註冊手續者，應予勒令退學。請妥善保存收據聯或交易明細備查。

Please use one of the following: (1) Credit card (2) ATM transfer (3) Post office counter (4) Convenience store (5) Chinatrust bank counter to pay for tuition and other fees. Freshman and transfer students who do not pay within the time period indicated, will have their admission status revoked. For returning students who are eligible for suspension, non-payment will be considered as a voluntary application for suspension and will be counted into the allowed number of years for suspension. When the student has exceeded the allowable limit for suspension, he or she will be considered to be expelled from school. **The students who do not complete the registration for two consecutive semesters will be expelled from school. Please make sure you save the receipt or transaction details for filing.**

三、學雜費繳費單由中國信託銀行印製後郵寄給學生，無法寄送之繳費單被退回學校時，將送至同學所屬系所，由助教通知同學到系所辦公室領取。學分費

繳費單印製後，逕由註冊與課務組分送至學生所屬系所，請同學直接到系所辦公室向助教領取。

The payment forms for **miscellaneous fees** are printed by Chinatrust bank and mailed to students. Payment forms which were not received and returned to the school are sent to the students' respective departments. Students will be notified by teaching assistants to pick up the forms at the department office. The payment forms for **credit fees** are printed and sent to the students' respective departments by the Division of Registration and Curriculum. Students should pick up the forms from the teaching assistants at the department office.

四、同學亦可到行政大樓二樓出納組列印繳費單並在出納組繳費。

Students may print the payment form and pay the fees at the Division of Cashier on the second floor of the Administrative Building.

五、如有更改通訊地址或其他個人資料錯誤(例如：姓名、班級)，請至教務處註冊與課務組確認並更改，以利未來繳費單寄發。

Students who have changed their mailing address or discovered errors in their personal information (e.g. name, class) should verify and correct this information at the Division of Registration and Curriculum of the Office of Academic Affairs to facilitate future mailing of payment forms.