

建國科技大學境外學生安心就學--學雜收費分期繳款實施辦法

Guidelines for Phased Payment of Tuition Fee for CTU International Students

108年 10 月 16 日 行政會議通過

Adopted on 2019.10.16

第一條 本校未辦理學雜費無息分期繳款事宜，以減輕經濟困難境外學生之負擔，使其在校就學期間專心向學，順利完成學業，特訂定【建國科技大學境外學生學雜費分期繳款實施辦法】，以下簡稱本辦法。

Art. 1 To lighten the burden on the international students' loads of tuition fee, "Guidelines for Phased Payment of Tuition Fee for CTU International Students" is exclusively established for them to follow. Accordingly, they can fulfill their academic accomplishments in school.

第二條 凡本校境外學生，因特殊情況、經濟困難，無法一次付清學雜費，且不符合就學貸款申請資格者，經系所導師及主任輔導瞭解後願意擔保學生期限內還款，得提出申請。

Art. 2 Any of the CTU international students who is neither able to pay up the whole amount of tuition fee at one time, nor is he/she qualified to apply for the student loan, however, they can make application for this phased payment of tuition fee once their homeroom teacher and the chairperson of department agree to be their guarantors (assuring the students will pay up by deadline).

第三條 凡前一學期缺曠課及請假紀錄達 10 堂課以上(不含公假)、學期平均成績未達 60 分、前學期未繳清分期繳款之款項、曾有未按時繳納分期款項之紀錄、學士班最後一學期、碩士班最後一學期，皆不得申請分期繳款。

Art. 3 Unqualified students for the application for the phased payment:
The record of their absence and leave is more than 10 classes (official leave not included) last semester, the average score of last semester lower than 60, the instalment of last semester not paid up, the paying of instalment delayed, the last semester of their bachelor's degree, and the last semester of their master's degree.

第四條 申請時間：每學期開學前一週內必須提出申請，檢具申請表及相關證明文件，至各系所提出辦理申請並完成校內作業手續。逾期不予受理。

Art. 4 Time of application: Make the application within one week before the start day of school of each semester, please submit the application form and related certificates to each department and go through the procedures at school. Any late application is not accepted.

第五條 申請流程：

1. 申請人應填寫申請表(如附表)，並檢具學生證、居留證影本、家長陳述書、繳費明細及相關文件向系所提出申請。
2. 經由導師審查學生資格相關文件及系所主任初審後，親自送交國際合作及交流處複審，陳請校長核定後送達出納組，同時完成第一次繳費。
3. 核准後之申請表影印 2 份，分別存學生、教務處註冊組、出納組，以作為後續分期繳款之程序依據。
4. 複審資格無法通過者，國際合作及交流處將退還申請件給申請者，並於 7 日內完成繳費程序。

Art. 5 Procedures:

- a. Fill out the application form (as attached), submitted along with the student ID, ARC copy, parents' statement, accounting details and related certificates to the department.
- b. First reviewed by the homeroom teacher and the chairperson of department, the documents will then be delivered to the Office of International Affairs for reexamination, and eventually will be sent to the section of Cashier once approved by the president, meanwhile, the first payment should be made.
- c. The application form should be made 3 copies after approval, each held by student, the register section of academic office, and the section of cashier, which the rest of instalment payment can be made according to.
- d. If the application fails at the reexamination, OIA will return to the applicant, who will need to make the whole amount of payment of tuition fee within 7 days.

第六條 分期繳納日期及金額

1. 第一期繳款 3 萬元，開學第一周前完成。
2. 第二期繳款餘款，開學後第五周前，第一學期者(10 月 14 日前)、第二學期者(3 月 14 日前)，依據學生與系所主任協商訂定。
3. 申請學雜費分期繳納獲准者，應按期至出納組繳費，逾期末繳清者，不得申請次學期之學雜費分期繳納，並依本校學則第 20 條規定辦理。另本校有依法追償之權利。
4. 申請人如有休學、退學或畢業之情形，應繳清所積欠學雜費款項，始得辦理離校手續。

Art. 6 The instalment payment date and amount

- a. The first instalment payment of NT\$30,000 should be made by the first week of each semester.
- b. The second instalment payment of the rest amount of tuition fee should be made by the fifth week of each semester, the deadline is in accordance with the agreement between students and the chairperson of department.

第七條 當學期未繳清分期者，取消次學期申請資格；如有休學、退學、畢業之情形時，未繳清餘額者視為離校手續未完成，不得領取休學證明書、修業證明書或學位證書；對逾期未繳清者，本校保有依法追償之權力。

Art. 7 The students who fail to pay up the instalments in that semester, their qualification of application will be cancelled next semester; in any case of suspension, withdrawal, or graduation, the students can not receive any certificates showing courses attended or diploma; moreover, CTU reserves the right to take legal action to the students who fail to pay up the tuition fee in time

第八條 本辦法未盡事宜，依相關規定辦理。

Art. 8 Any matters unstated above are according to related regulations.

第九條 本辦法中英文版經行政會議通過，報請校長核定後公布實施，必要時以口語翻譯協助學生申請，修正時亦同。

Art. 9 These guidelines of Chinese-English version examined and adopted in the administration council, will be announced and implemented with the president's authorization, the interpreter will assist students in application if necessary, same as any amendments occur.

建國科技大學境外學生學雜費分期繳付申請表

Application Form of Phased Payment of Tuition Fee for CTU International Students

申請日期 Date : 年/yyyy 月/mm 日/dd

班級 class	<input type="checkbox"/> 四技/大學部 four-year university 國籍 nationality: _____ <input type="checkbox"/> 研究所 graduate <input type="checkbox"/> 其他 others _____ faculty系 年 班						
申請人姓名 name				申請人學號 number			
在台住宿地址 address :				電話 phone :	手機 cellphone :		
家庭狀況及原因 condition family	稱謂 title	姓名 name	年齡 age	職業 career	服務單位 serving company	月收入 salary/month	
	父 dad						
	母 mom						
	申請原因 reason for application	家長陳述書及家長簽可以其他書寫名方式提供為附件					
學生家長 parents			簽章 signature		聯絡電話 phone		
<input type="checkbox"/> 導師 homeroom teacher <input type="checkbox"/> 校內保證人 guarantor		系主任 chair person of department	國合處 OIA		教務處 (註冊組 section of registration)	總務處 (出納組 section of cashier)	
			承辦 brought by	單位主管 supervisor		校長 president	
前一學期成績: Academic transcript of last semester							
前一學期缺曠: Absence record of last semester							
分期付款計畫 instalment plan	_____學年度第_____學期學雜費總金額:新台幣_____元(檢附國合處學生個人繳費明細) ; 申請分期繳款: _____期 The total amount of the tuition fee for 1 st / 2 nd semester of _____(year): NT\$ _____ (personal accounting details attached) ; phased payment divided into: _____ months						
	還款期別 instalment	還款日期 paying date			還款金額 paying amount		出納收款 received amount
	第一期 1 st payment	年	月	日	新台幣	萬 仟 佰 拾 元整	
		Yyyy	mm	dd		NT\$	
	第二期 2 nd payment (第五周前 by the 5 th week)	年	月	日	新台幣	萬 仟 佰 拾 元整	
	Yyyy	mm	dd		NT\$		
本人願意遵守「建國科技大學境外學生安心就學--學雜收費分期繳款實施辦法」, 依據分期付款 實際計畫, 按時付款。 I understand and will comply with the "Guidelines for Phased Payment of Tuition Fee for CTU International Students", making the payments by the deadline of each month according to the instalment plan. 簽名 signature: _____ 日期 date: _____							

償還辦法 Points of paying :

1、分期付款期間 the period of instalments : 學期制 during the semester。(開學第一周前繳學雜費，第二期於第五週內繳學雜費餘額繳清 the 1st payment made by the 1st week before the start day of each semester; the 2nd /rest payment made by the 5th week of each semester)

注意事項 Notice :

1、依辦法檢付學生證及居留證影本；家長陳述書簽章、繳費明細及相關文件申請。

Student ID and the copy of ARC attached along with the application form, as well as the signed statement of parents', accounting details and related certificates.

2、繳款方式：學生應依上述日期，親自攜帶現金逕至出納組繳付，學生不依期別付款者，由保證人負責償還，並放棄上訴抗辯權。

Paying method: students need to make the payments by cash in person at the section of cashier by the paying date listed above. The guarantors are responsible for the payments for the students who fail to pay on time, and give up the rights of appeal.

3、因故中途退、休學者應依教育部退、休學退費標準計算一次繳清餘額。

Those who drop out of school or suspend halfway will have to pay up the rest amount of tuition fee at one time according to the regulations of tuition refund of the Ministry of Education.

4、代收代辦費需繳清。

The agency fees need to be paid up.

procedure	申請流程 導師→系主任→國合處→教務處(註冊組)→總務處(出納組)→校長→奉核後存檔(出納組) Homeroom teacher→chairperson of department→OIA→section of registration→section of cashier→president→kept in file after approval (section of cashier) 影本留存:註冊組、國合處 copies at the section of registration and OIA
-----------	--

※ 備註 Note:

1. 本申請表經「導師及系主任」簽核後，後續申請流程依本校行政公文處理送審。

Approved by homeroom teacher and chairperson of department, the application form is proceeded according to normal administrative procedures.

2. 若有任何申請問題，請洽國合處相關承辦人員。

Please contact OIA when there is any problem during application.

3. 檢具相關附件黏貼處

Related attached certificates:

學生證	居留證
正面黏貼處	正面黏貼處
導師/校內保證人晤談紀錄 interview record by homeroom teacher and chairperson of department	

簽名/日期：
Signature/date:

家長陳述書黏貼處
Parents' statement (sticked here)

1. 陳述說明(可英文、印尼文、越南文等文字形式簽回後打印黏貼)
2. 家長簽名(含年月日)
3. 翻譯承辦人簽名