

2024-2025 2nd semester Tamkang University Student Deferring Study or Withdrawing from School Refund Criteria Table

This form is based on Article 15 of the Miscellaneous Fee Regulations for Junior Colleges and Institutes of Higher Education :

Category	Daytime bachelor degree (including Lanyang students) Master degree and PhD degree	Graduate executive master degree	Evening bachelor degree	All Category
Fee Items Time of Deferring Study And Withdrawing from School	Tuition, miscellaneous fees and other fees	Tuition, miscellaneous fees and other fees	Tuition, miscellaneous fees and other fees	Student Life Insurance
1. Those who defer study or withdraw from school before the deadline for payment and registration (2/14)	No payment required	No payment required	No payment required	Note3.
2. Those who defer study or withdraw from school after the deadline for payment and registration but before the first day of classes start(2/17)	2/3 of tuition refunded Full refund of miscellaneous fees and other fees	2/3 of tuition refunded Full refund of miscellaneous fees and other fees	2/3 of tuition and miscellaneous fees refunded Full refund of other fees	
3. Those who defer study or withdraw from school after classes have started but before 1/3 of the semester is completed (2/18-4/7)	2/3 refund of tuition, miscellaneous fees and other fees	2/3 refund of tuition, miscellaneous fees and other fees	2/3 refund of tuition, miscellaneous fees and other fees	
4. Those who defer study or withdraw from school after classes have started and after 1/3 of the semester is completed but before 2/3 of the semester is completed (4/8-5/12)	1/3 refund of tuition, miscellaneous fees and other fees	1/3 refund of tuition, miscellaneous fees and other fees	1/3 refund of tuition, miscellaneous fees and other fees	
5. Those who defer study or withdraw from school after classes have started and after 2/3 of the semester is completed (5/13)	No refunds	No refunds	No refunds	

Note:

1. What this Table refers to as “Time of Deferring Study or Withdrawing from School” is calculated as the exact day a student (or head of household) formally applies for deferring study or withdrawing from school. Please complete the application procedure within 7 days of applying; otherwise the day will be calculated from the actual day of departure from school.
2. What this Table refers to as “other fees” include computer and internet use fees, language lab fees , e-learning computer laboratory fee, etc.
3. The terms and conditions for reimbursement of student life insurance is as follows : First semester of the academic year: students who applied for temporary withdrawal or dropped out before October 31st will receive full reimbursement. There will be no reimbursement for students who apply after November 1st. Second semester of the academic year: students who applied for temporary withdrawal or dropped out before March 31st will receive full reimbursement. There will be no reimbursement for students who apply after April 1st. If a student applied for temporary withdrawal due to injury or disease, he/she will have the option to retain their insurance at student guidance section at the beginning of the semester.
4. Master degree students who have not yet set up their oral defense will have a full refund of the thesis advisors fees.
5. If first year students or transfer students have participated in the system of filling vacancies and have applied for withdrawal before the deadline for admitting students ends, they will have a full refund except for a 5% administrative handling charge.
6. Students whose duration of study has been extended will be treated according to the system of tuition and miscellaneous fees and refunds will follow the regulations stipulated in this Table.
7. When applying for refunds for deferring study or withdrawing from school, please bring the stubs for payment of tuition and miscellaneous fees (if they have been lost, then proceed to the Office of Finance and fill out an affidavit) and School-leaving Document to transact the refunds.
8. In order to avoid irregular interest payments, claim notices, etc. for yourself or other students, thereby making it impossible for the Bank of Taiwan to disburse funds, from the start of the second semester of the 2008 academic year, students with student loans who transact deferring study or withdrawing from school must pay tuition before the Bank of Taiwan disburses funds to TKU’s account. Students with student loans who are qualified may transact their business following the regulations stipulated in this Table.