Kun Shan University Regulations for the Collection and Refund of Tuition and Miscellaneous Fees

Adopted by the General Affairs Meeting on October 23, 2025

Article 1. To standardize the procedures for the collection and refund of tuition and miscellaneous fees for students of Kun Shan University (hereinafter "the University"), ensure students' understanding, and balance the protection of student rights with institutional operations, the University hereby establishes the "Kun Shan University Regulations for the Collection and Refund of Tuition and Miscellaneous Fees" (hereinafter "these Regulations").

Article 2. These Regulations apply to domestic and international students with enrolled status across all programs in the Day Division and the Continuing Education Division.

Article 3. Standards for Collection of Tuition and Miscellaneous Fees

1. In accordance with the Ministry of Education's Regulations Governing the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Institutions of Higher Education, the University shall set the collection standards for each academic year through internal procedures, submit them to the Ministry of Education for record and approval, publicly announce them upon approval, and specify them in the admissions brochure.
2. Students shall pay tuition, miscellaneous fees, and all related charges by the start date of classes (inclusive) or by the prescribed deadline each semester. The fee standards shall be published on the University's website before the start of classes in accordance with law.

Article 4. Tuition and Miscellaneous Fees for Full-Semester Off-Campus Internships Pursuant to Ministry of Education regulations, Day Division students undertaking internships at off-campus institutions for an entire semester shall be charged full tuition and up to four-fifths (4/5) of the miscellaneous fees for that semester.

Article 5. Fees for Extended Study Students

1. Four-year and two-year technical programs: Students extending their period of study who take 10 or more credits (combined for day and evening) shall pay full tuition and miscellaneous fees; those taking 9 credits or fewer shall pay per-class-hour credit fees based on the number of class hours for the courses taken.
2. Graduate programs: During the extended study period, fees shall be calculated based on 3 thesis credits plus any remaining uncompleted credits, totaling the credit fees payable for that semester.

Article 6. Tuition and Miscellaneous Fee Reductions and Exemptions

1. In addition to various identity-based reductions/exemptions and economically disadvantaged subsidies provided by the government for domestic students, the University offers multiple tuition/miscellaneous fee reductions and

scholarships/financial aid mechanisms to alleviate students' financial burdens, support successful completion of studies, and mitigate living and educational hardships.

2. Students eligible by law for tuition and fee reductions/exemptions shall, in principle, only be required to pay the difference after reduction/exemption within the specified period.

Article 7. Installment Payment Mechanism

1. To assist students who, due to financial hardship, are unable to pay tuition and miscellaneous fees by the registration deadline, students may apply for installment payments for the current semester by submitting the "Application for Installment Payment of Tuition and Miscellaneous Fees." The default is two installments. In special circumstances, changes to the installment plan may be made upon approval of a submitted request.
2. Students who have unpaid installment balances from the previous semester are not eligible to apply for installment payments in the current semester and, pursuant to the University Academic Regulations, shall be deemed to have not completed registration procedures. Students who are graduating, taking a leave of absence, or withdrawing must settle all outstanding tuition and miscellaneous fees before completing clearance procedures.

Article 8. Refund Mechanism for Tuition and Miscellaneous Fees

1. If a student, after completing payment of tuition and related fees, is unable to continue studies and leaves the University, refunds shall be processed based on the date of the student's leave application relative to the registration date and the start date of classes and the number of class days attended, in accordance with the refund ratios specified by the Ministry of Education's Refund Standards Table for Tuition and Miscellaneous Fees at Junior Colleges and Institutions of Higher Education.
2. If a student mistakenly pays other related fees, they may apply to the Cashier Section with supporting documents. Upon verification, the Cashier Section will assist with the refund process.

Article 9. Overdue Collection and Care Mechanism To ensure that students approved for installment payment of tuition and miscellaneous fees make payments in full and on time in accordance with law, the following collection mechanisms are established:

1. Overdue by 7 days: If the first installment has been paid but any subsequent installment is overdue by 7 days, the responsible unit shall notify the department chair and class advisor by email or text message with the "List of Students Overdue on Installment Payments of Tuition and Miscellaneous Fees" and a "Withdrawal Warning Notice," who shall then provide care, guidance, and follow-up.

2. Overdue by 14 days: If the first installment has been paid but any subsequent installment remains unpaid 14 days past the due date, and the student still fails to pay after reminder by the department chair and class advisor, the advisor shall complete the "Counseling for Leave/Withdrawal" online, and the student shall be processed for withdrawal in accordance with the University Academic Regulations.
3. Handling of special cases: (1) Departments shall strengthen education and reminders regarding on-time and full payment of tuition and related fees. Failure to pay within the deadline shall result in withdrawal in accordance with the University Academic Regulations. (2) For students who are long-term unreachable or suspected high-risk cases, initiate cross-unit collaboration (advisors, Office of Student Affairs, Office of International and Cross-Strait Affairs, International Special Program Division) and adopt multiple communication channels.

Article 10. Responsible Units for Collection and Refund Matters and Student Consultation Support

1. Accounting Office: In accordance with the Ministry of Education's Regulations Governing the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Institutions of Higher Education, set the University's tuition and fee standards each academic year, submit them to the Ministry of Education for approval, and announce them.
2. Cashier Section: Printing of tuition and fee payment slips; receipt of students' tuition/fees, including installments; refund processing for students on leave/withdrawal; administration of approved installment applications; and provision of students' payment status to responsible units to initiate collection procedures.
3. Office of Academic Affairs: Verification of student enrollment status; calculation of course credit fees and handling related adjustments.
4. Office of Student Affairs: Student counseling; verification of economically disadvantaged status; referral for emergency assistance; administration of domestic student tuition/fee reductions and scholarships/financial aid.
5. Office of International and Cross-Strait Affairs and International Special Program Division: Assistance for international students with payments and supporting documents; administration of scholarships and fee reductions for international students.
6. Class Advisors/Departments: Assist with communication, care, and counseling; urge students to complete payment before deadlines.

Article 11. These Regulations shall be promulgated and implemented upon approval by the General Affairs Meeting; amendments shall follow the same procedure.

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