

# **Regulations for Tuition Refunds for a Leave of Absence and Withdrawal After Registration**

Article 1 Students on leave of absence or withdrawing with valid reasons after their registration can apply for a refund of the tuition they have paid in accordance with the following criteria regulated by the Ministry of Education.

- (1) Students applying for a leave of absence or withdrawal before (or on) the registration day are not required to pay tuition; payments that have already been made shall be refunded in full.
- (2) Students applying for a leave of absence or withdrawal from the day after the registration day to the day before the first day of school shall be entitled to a refund of  $\frac{2}{3}$  of their paid tuition, and the full amount of miscellaneous fees and other charges.
- (3) Students applying for a leave of absence or withdrawal after (or on) the first day of school but before  $\frac{1}{3}$  of the semester has passed (according to the academic calendar of our school) are entitled to a refund of  $\frac{2}{3}$  of their paid tuition, miscellaneous fees and other charges.
- (4) Students applying for a leave of absence or withdrawal after (or on) the first day of school and after  $\frac{1}{3}$  but before  $\frac{2}{3}$  of the semester has passed are entitled to a refund of  $\frac{1}{3}$  of their paid tuition, miscellaneous fees and other charges.
- (5) Students applying for leave of absence or withdrawal after (or on) the first day of school and after  $\frac{2}{3}$  of the semester has passed are not entitled to a refund of their paid tuition, miscellaneous fees or other charges.

Article 2 Students who meet the above requirements can apply for a refund by filling in an application form at the Registration & Curriculum Division, Office of Academic Affairs. Detailed information including correspondence address and contact telephone number are required in the form, with the receipts of payments enclosed.

Article 3 These refund regulations are prepared in accordance with the Tai-Can-Zi No. 0990145106C Letter issued by the Ministry of Education on September 6, 2010.

**Cheng Shiu University**  
**Regulations for Credit Transfers and Exemptions**  
**For Day School Programs**

Article 1 These regulations are prepared in accordance with the academic regulations and related rules of our school.

Article 2 The transfer and exemption of course credits for students at our school shall be implemented according to these regulations, unless otherwise stipulated by law.

Article 3 The following students are entitled to apply for a course credit transfer and exemption:

1. Students transferring to (from) another department (major).
2. Students transferring to (from) another school.
3. Students encountering the transition of an old to a new curriculum, and students retaking courses that have been cancelled (including students returning from a leave of absence).
4. New students who have retaken and passed the entrance exam or are applying for readmission.
5. Students of part-time night programs who have passed the exam to become degree students.
6. Students of continuing education programs of our school who have passed the exam to become degree students.
7. Students who are applying to drop a second major or a minor.
8. Students not in teacher education programs who are taking pre-service teacher education courses at our school during school term.
9. All other situations, if any, can be submitted as special cases for review.

Article 4 Course credit transfers and exemptions shall be implemented according to the following regulations:

1. Credits can be transferred in cases where both courses have identical titles and content to each other, have different titles but identical content to each other, or have different titles and content but are similar to each other in nature. However, for courses that fall in the latter two categories, the course outlines must be submitted to the Department Chair for review and signature, and then kept on file at the Registration and Curriculum Division.
2. Credit transfers and exemptions can be made between selected courses in various disciplinary groups of the Common Curriculum.
3. Credits of required or elective courses that have been taken and passed can be transferred to the school required subjects for course exemption.

4. Credit transfers and exemptions can be made from subjects at senior high school to first and second year subjects at the 5-year junior college, in accordance with the regulation in Paragraph 1 of this Article.
5. Credit transfers and exemptions can be made between fourth and fifth year subjects at the 5-year junior college and those of the 2-year college, in accordance with the regulations in Paragraphs 1 to 3 of this Article.
6. Courses that have been taken and passed can be subject to examination, if necessary, before said credits are accepted for transfer and exemption.
7. Current students, if approved by our school to participate in off-campus educational training and R&D programs organized by our school during the school term, can submit related certification documents to apply for credit transfers and exemptions for professional courses of identical or similar content, provided the evidence is sufficient to prove they have met the course requirements.
8. Students who participate in work, educational training and R&D in fields that are identical or similar to the curriculum before they start school or during their time in school can submit certification documents of their off-campus learning and achievements to apply for credit transfers and exemptions for internships or practical training courses, provided the evidence is sufficient to prove they have met the course requirements.

Article 5 Off-campus learning and work achievements, if approved for credit transfers and exemptions, can be calculated for graduation credits. However, their number is limited to a maximum of a quarter of the total graduation credits.

Article 6 In cases where a high credit number is transferred to waive a low credit number, the low credit number is registered; however, in cases where a low credit number is transferred to waive a high credit number, the difference shall be handled as follows:

1. If the exemption course is a required subject and the shortage credits are less than two credits, an elective course of a similar subject can be taken to bridge the gap; however, if the shortage credits are two credits or more, the course cannot be exempted, and the course must be retaken.

Article 7 Regulations for the number of required credits after transfers and exemptions are as follows:

1. After credit transfers and exemptions, the number of required credits for each semester shall be implemented in accordance with the academic regulations of our school.
2. Among college program students who apply for credit transfers and

exemptions, except for those encountering the transition of an old to a new curriculum, all others shall meet the minimum credit requirements in a number of categories, including the total graduation credits, credits of various disciplinary groups of the Common Curriculum, basic professional subjects, core professional subjects and school required subjects.

3. For college program students applying for credit transfers and exemptions, or students encountering the transition of an old to a new curriculum, the number of credits of their required subjects must meet the minimum credit requirements of the school.