



正修科技大學  
113學年度秋季班**國際學生**申請入學招生簡章  
CHENG SHIU UNIVERSITY (Fall Semester, 2024)  
**International Student** Admission Handbook



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<https://applycsu.csu.edu.tw/>

※除宣傳推廣及協助學生辦理來臺相關必要程序外，本校並未委外辦理招生相關事務，請務必於申請期限內親自完成線上申請作業。Aside from information sharing and promotion, and assisting students to complete the necessary procedures for coming to Taiwan, the school HAS NOT outsourced the admissions-related affairs of Cheng Shiu University to other institutions. Please complete the online application within the application period personally.

**113學年度秋季班國際學生申請入學重要日程表**  
**Important Dates of the International Student Admissions**  
**for the 2024 Fall Semester**

項目 Events	日期 Dates	備註 Notes
申請截止日 Application deadline	2024年5月17日 May 17, 2024	線上系統申請 Via online system 
公告面試名單 Announcement of list of students for interview	2024年5月21日 May 21, 2024	透過email通知 Via email
面試 Interview	2024年5月23日~6月7日 May 23~June 7, 2024	
成績通知 Notification of score result	2024年6月14日 June 14, 2024	透過email通知 Via email
申請成績複查 Apply for score review	2024年6月15日~6月17日 June 15~June 17, 2024	透過email Via email
公告錄取名單及核發入學許可 Announcement of accepted students and issue of letter of acceptance	2024年6月18日 June 18, 2024	透過Email及郵件 Via online and post mail
錄取生線上報到 Online confirmation of acceptance of students	2023年6月24日 中午12點前(臺灣時間) Before 12NN (Taiwan Time) of June 24, 2024	透過線上系統 Via online system
境外生註冊及新生說明會 Enrollment and orientation for international students	2024年9月4日 September 4, 2024	
開學(學期開始) Start of semester	2024年9月9日 September 9, 2024	

※專班日程表請參閱其規定 For the international programs, please refer to its regulations

\*中英文版本如有任何衝突，應以中文版本為主。

**In the event of any conflict between the Chinese and English versions, the Chinese version shall prevail.**

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# 國際學生申請入學資訊

## International Student Admission Information

- 一、本校只開放**秋季班**申請入學。Application is only open for the **fall semester**.
- 二、國際學生新生申請入學日期至 **2024 年 5 月 17 日截止**。The application deadline for international students is until **May 17, 2024**.
- 三、**2024 年 6 月 18 日**公告錄取名單及核發入學許可。The announcement of accepted students and the issue of letters of acceptance is on **June 18, 2024**.
- 四、113 學年度開學日預估為 **2024 年 9 月 9 日**。The fall semester for 2024 begins on **September 9, 2024**.
- 五、招收名額及招收對象。Admission quota and prospective students.

學位 Degree	學士班 Bachelor	碩士班 Master
招收名額 Admission Quota	<b>155 名</b>	<b>10 名</b>

### 六、入學資格審查程序 Admissions Qualification Procedures :

入學標準與審查方式，先進行資格審查(含文件之完整性及真實性)後，由招生系(所)進行書面初審，且各系(所)得視情況通知申請人參加面試或筆試事宜，再經「招生會議」就系(所)初審通過之名單、資料予以複審後公告錄取名單。With regards to admission standards and review methods, after reviewing the qualifications of the applicants (including the completeness and authenticity of the submitted documents), each admitting department (institution) will review the application documents according to their requirements and notify the applicants for interviews or written tests when necessary. After the “Admissions Meeting” reviews the list and information of the applicants that passed the preliminary review of the department (institute), the admission list will be announced.

# 申請資格

## Application Eligibility

符合以下國際學生身分者，始具報名資格：

一、**國籍規定**：國際學生係指符合教育部「外國學生來臺就讀學辦法」規定者，並不具中華民國國籍之學生，且不具以下任一條件，方可申請報考。請詳閱「外國學生來臺就讀學辦法」(連結: <https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0110001>)。

- 具有僑生身分或在臺曾以僑生身分申請大學校院。
- 具有香港或澳門或中華人民共和國國籍。
- 曾在臺以外籍生身分完成高中學校學程，欲繼續在臺申請就讀大學；或曾經國內大學校院退學者。
- 曾具有中華民國國籍，且至本校開學日止，尚未經內政部許可放棄達八年以上。

### 二、學歷規定：

- 國際學生具高中畢業資格者，得申請入學本校學士學位班；具學士學位者，得申請入學本校碩士學位班；具碩士學位者，得申請入學本校博士學位班。
- 大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。
- 香港或澳門地區：應依香港澳門學歷檢覈及採認辦法規定辦理。
- 其他地區學歷：海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。前二項以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。

※ 如違反規定並經查證屬實者，撤銷其入學資格或開除學籍。

# 申請資格

## Application Eligibility

International students who meet the following requirements are eligible to apply:

- 1. Nationality qualification:** International students refer to students who must qualify for legal international student status of the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan", are not citizens of the Republic of China (R.O.C.), and do not meet the following conditions: (For article content, please go to this link:  
<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0110001>)
  - Possess overseas Chinese student status or had previously applied to colleges/universities in Taiwan with this status.
  - Hold the nationality of Hong Kong, Macau, and the People's Republic of China.
  - Finish high school programs in Taiwan with an international student status and plan to apply for universities in Taiwan or was once withdrawn from colleges/universities in Taiwan.
  - Once held the nationality of the Republic of China and renounced it for less than 8 years.
- 2. Academic qualifications:**
  - International students with high school diplomas are eligible to apply for undergraduate study at CSU, students with Bachelor's degrees are eligible for graduate study in Master's programs at CSU, and students with Master's degrees are eligible for Ph.D. programs.
  - Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.
  - Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.
  - Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels. Academic credentials referred to in the preceding 2 items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from schools or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency.

※ If students violate the qualifications, their admissions will be withdrawn or the status of the student will be revoked.

## 修業年限

### Length of Study

- 一、**大學部學程**：四年制各系修業期限以四年為原則，所修學分總數，至少需修滿一百二十八學分。學生在規定修業期限內，未能修足應修學分，至多得延長修業期限二年。
- 二、**研究所學程**：碩士生修業期限以一至四年為限。碩士生至少須修滿三十學分（含論文六學分）。博士生修業期限以二至七年為限。博士生至少須修滿二十四學分（含論文六學分）。
- 三、本校採學年學分制，各系學生須修滿規定年限，並修滿各該系規定學分且成績及格者，方得畢業。修業年限各學制規定皆不同，相關規定以系所公告資訊為主。

1. **Undergraduate programs:** The undergraduate program requires 4 years of study. The total number of credits required to graduate is at least 128 units. Students who fail to obtain the required credits within 4 years may extend the period of study for at most two years.

2. **Graduate programs:** The duration of a Master's degree is limited to one to four years and students must complete at least 30 credits (including 6 credits for their thesis/dissertation). The period for a Doctoral degree is limited to two to seven years. Doctoral students must complete at least 24 credits (including 6 credits for their thesis/dissertation).

3. The school adopts the academic year credit system. Students of each department must complete the prescribed number of years, must complete the required credits of each department, and pass the courses before they can graduate. The length of study and graduation requirements are different according to each department's/institute's regulations, please follow the most current regulations and information announced by the departments/institutions.



# 招生學系所

## Academic Programs

	四技 Bachelor's Degree	碩士 Master's Degree
<b>工學院 (中文授課系所)</b> <b>College of Engineering</b> (are all Chinese-taught programs)		
土木與空間資訊系暨營建工程研究所 Dept. of Civil Engineering and Spatial Informatics and Graduate Institute of Construction Engineering	✓	✓
電子工程系/所 Dept. of Electronic Engineering	✓	✓
機械工程系暨機電工程研究所 Dept. of Mechanical Engineering and Graduate Institute of Mechatronic Engineering	✓	✓
電機工程系/所 Dept. of Electrical Engineering	✓	✓
工業工程與管理系/所 Dept. of Industrial Engineering and Management	✓	✓
資訊工程系/所 Dept. of Computer Science and Information Engineering	✓	✓
建築與室內設計系 Dept. of Architecture and Interior Design	✓	
<b>管理學院 (中文授課系所)</b> <b>College of Management</b> (are all Chinese-taught programs)		
企業管理系/所 Dept. of Business Administration	✓	✓
資訊管理系/所 Dept. of Information Management	✓	✓
金融管理系/所 Dept. of Financial Management	✓	✓



## 招生學系所 Academic Programs

	四技 Bachelor's Degree	碩士 Master's Degree
<b>生活創意學院(中文授課系所)</b> <b>College of Life and Creativity (are all Chinese-taught programs)</b>		
化妝品與時尚彩妝系/所 Dept. of Cosmetics and Fashion Styling	✓	✓
幼兒保育系/所 Dept. of Early Childhood Care and Education	✓	✓
休閒與運動管理系/所 Dept. of Leisure and Sports Management	✓	✓
觀光遊憩系 Dept. of Tourism & Recreation	✓	
數位多媒體設計系 Dept. of Digital Multimedia Design	✓	
視覺傳達設計系 Dept. of Visual Communication Design	✓	
餐飲管理系 Dept. of Food and Beverage Management	✓	

# 國際學生申請入學流程

## Application Procedure for International Students

流程 Process	備註 Notes
<p><b>Step 1:</b> 線上系統申請並上傳申請資料 Apply online and upload application documents</p>	<p><b>A. 申請帳號</b> <b>B. 填寫報名表</b> b.1 申請書 (線上系統填寫並送出) b.2 外籍生切結書 (線上系統填寫並送出) <b>C. 上傳審查資料(彩色掃描並上傳 PDF 檔至系統):</b> c.1 有效護照 c.2 學歷證明     1.) 畢業生：畢業證書、歷年成績單     2.) 應屆畢業生：在學證明/學生證、歷年成績單 c.3 華語檢定證明 c.4 讀書計畫 c.5 三個月內的財力證明書 c.6 推薦信</p> <p><b>A. Apply for an account</b> <b>B. Fill out the application form</b> b.1 Application form (fill out the online application form and upload) b.2 Declaration of international students (fill out the declaration form and upload) <b>C. Upload application documents: (documents should be scanned in color and uploaded to the online system in PDF format):</b> c.1 Valid passport c.2 Academic certificate     1.) <b>Graduate:</b> Diploma of the highest academic degree, Transcript of record of the current highest educational level     2.) <b>Graduating student:</b> Certificate of enrollment of the current school/Student ID c.3 Certificate of Chinese proficiency c.4 Study plan c.5 Financial certificate within 3 months c.6 Recommendation letter</p> <p>※詳細說明請參閱「申請入學文件」之說明 Please check “Required Documents for Application” for a detailed explanation</p>
<p><b>Step 2:</b> 進行面試 Join the interview process</p>	<p>面試相關資訊及說明將寄到申請人的電子郵件。如有任何問題或查詢，請發郵件至：<a href="mailto:applycsu@gcloud.csu.edu.tw">applycsu@gcloud.csu.edu.tw</a> Please refer to the Interview information that will be sent to your email for further instructions. If there are any problems or inquiries, please send an email to: <a href="mailto:applycsu@gcloud.csu.edu.tw">applycsu@gcloud.csu.edu.tw</a></p>

<p><b>Step 3:</b> 錄取生線上報到並填寫 住宿調查表 Confirm acceptance to study at CSU online and fill out the accommodation survey</p>	<p>請在截止日期前上網報到並填寫住宿調查表。 Please register online and fill out the accommodation survey before the deadline.</p> <p><b>※學生如果錄取多個科系，只能擇一報到。If students are admitted to multiple departments, they can only register to one department.</b></p>
<p><b>Step 4:</b> 準備註冊資料及申請簽證 Prepare all documents for enrollment and apply for a student visa</p>	<p>詳細註冊資料，請參閱「註冊相關文件」之說明。 The detailed information for the enrollment documents is shown in the “Required Documents for Enrollment”.</p>
<p><b>Step 5:</b> 註冊並參加新生說明會 Enroll and join the orientation for international students (正本須於報到註冊時提 供，現場查驗後歸還 The original documents need to be checked upon your enrollment)</p>	<p><b>註冊資料: (正本)</b></p> <ol style="list-style-type: none"> <li>1.) 有效護照</li> <li>2.) 畢業證書 (已完成認證)</li> <li>3.) 歷年成績單 (已完成認證)</li> <li>4.) 華語檢定證明</li> <li>5.) 健康證明書</li> </ol> <p><b>Enrollment documents: (original)</b></p> <ol style="list-style-type: none"> <li>1.) Valid passport</li> <li>2.) Diploma (with authentication)</li> <li>3.) Transcript of record of the current highest educational level (with authentication)</li> <li>4.) Certificate of Chinese proficiency</li> <li>5.) Medical examination report</li> </ol> <p><b>※詳細說明請參閱「申請入學文件」之說明 Please check “Required Documents for Application” for a detailed explanation</b></p>

# 申請入學文件

## Required Documents for Application

1. 所有的申請入學文件正本必須帶到學校，於入學時驗證及繳交。 The originals of the following application documents need to be submitted for verification upon admission.
2. 打「\*」的文件必須彩色掃描成電子檔上傳到線上報名系統。 Documents marked with "\*" need to be scanned in color and upload to the online application system.

文件 Documents		說明 Description
1	入學申請書 Application form	線上系統填寫並送出。Fill out the online application form and upload it.
2	外籍生切結書 Declaration for International Students	線上系統填寫「外籍生切結書」並送出。Fill out the “Declaration for International Students” and upload it.
3*	有效護照 Valid passport	所持護照效期須在入境日起算 6 個月以上。The validity period of the passport held must be more than 6 months from the date of entry.
4*	畢業學校最高學歷證明文件正本及影本 (註冊時，正本要繳交給學校) Original and photocopy of the current highest-level diploma (bring the original upon enrollment)	原文畢業證書影本與翻譯本 (須經畢業學校所在地之中華民國駐外館處驗證並加蓋認證章戳)。報名大學部者必須繳交高中畢業證書，碩士班者繳交大學畢業證書；應屆畢業生須於錄取註冊時補繳上述文件正本，否則取消錄取資格。The highest-level diploma earned in the original version and translated version (in English or Chinese) <b>must be authenticated by the ROC embassy, consulate office, or Taipei Economic &amp; Culture Office of the country in which the student resides.</b> The applicant for bachelor’s degrees should submit their high school diploma and the applicant for master’s degrees should submit their bachelor’s degree diploma. Graduating students without appropriate diploma certificates before admission should provide their official diploma certificates for verification once they are enrolled in school after admission. Translated transcripts are only needed if the official one is not in Chinese or English.
5*	歷年成績單正本及影本(註冊時，正本要繳交給學校) Original and photocopy of transcript (bring the original upon enrollment)	原文歷年成績單正本與翻譯本。歷年成績單須經畢業學校所在地之中華民國駐外館處驗證並加蓋認證章戳。The official transcripts and translated version (in English or Chinese) <b>must be authenticated by the school from which students graduated and by the ROC embassy, consulate office, or Taipei Economic &amp; Culture Office of the country in which the student resides.</b> Translated transcripts are only needed if the official one is not in Chinese or English.

# 申請入學文件

## Required Documents for Application

1. 所有的申請入學文件正本必須帶到學校，於入學時驗證及繳交。 The originals of the following application documents need to be submitted for verification upon admission.
2. 打「\*」的文件必須彩色掃描成電子檔上傳到線上報名系統。 Documents marked with "\*" need to be scanned in color and upload to the online application system.

文件 Documents		解說 Explanation
6*	推薦書 Recommendation letter	可中文或英文 in Chinese or English
7*	中文或英文留學計畫書 Study plan	可中文或英文 in Chinese or English
8*	華語檢定證明 Certificate of Chinese Proficiency Exam	國家華語測驗委員會華語能力檢定、或其他同等級之華語測驗聽力與閱讀通過證明(TOCFL 要通過 A2 基礎級或 HSK 要通過 4 級。 Chinese Proficiency Test Certificate (TOCFL=A2/Level 2 and above, HSK=Level 4 and above, or other equivalent test certificates).
9*	三個月內的財力證明書 Financial statement and financial certificate of within 3 months	申請學生須提供由金融機構開立至少六個月之經常性財力新臺幣 15 萬元以上(5,000 美元)之三個月內存款證明。有獎學者，需附獎學金核發證明。 Applicants must provide a bank statement and financial certificate showing the amount of at least a US\$ 5,000 (NTD 150,000) deposit. Students with support from funding agencies must provide proof of scholarship.
10	健康證明書 Original copy of the medical examination report	健康證明書必須包括人類免疫缺乏病毒檢驗報告與麻疹及德國麻疹之抗體陽性檢驗報告或預防接種證明。 The medical examination report should include Measles and Rubella (German measles) antibody-positive report or certification for prophylaxis inoculation (preventive inoculation).

## 【告知聲明】

正修學校財團法人正修科技大學基於「學生資料管理」之目的，須蒐集您的「護照影印本、居留證影印本、健保卡影印本、學生證正反面影印本、學歷證明、健康檢查證明、財力證明、推薦信、中文檢定證明、填寫報名表所需資訊」等個人資料，以在校務行政期間及地區內，作為審核、學生資料管理及必要聯繫等符合校務行政目的之用。另本校將會以您所提供的個人資料向中央健康保險局辦理健保卡，以利您來台後六個月可使用。

您得以下列聯絡方式行使請求查閱、補充、更正；請求提供複製本；請求停止蒐集、處理、利用；請求刪除個人資料等權利，請洽【07-7358800 #1195】。(註：如未完整提供各項資料，將無法完成本次申請作業。)

## 【Declaration of Confidentiality】

Cheng Shiu University, for the purpose of “student data administration”, shall ask for your personal information on “photocopy of passport”, “photocopy of ARC”, “photocopy of national health insurance card”, “photocopy of school ID”, “diploma and transcript”, “medical examination report”, “financial certificate”, “recommendation letter”, “proof of Chinese proficiency exam”, and “information on the application form”, so the University may conduct admission reviews manage student information and make necessary contacts within the duration of your dealings with the University. The University shall acquire a national health insurance card with this information, so you may have an insurance card while in Taiwan.

You may exercise the following rights by contacting [07-7358800 #1195]:

- (1) Any inquiry and request for a review of the personal information;
- (2) Any request to make duplications of the personal information;
- (3) Any request to supplement or correct the personal information;
- (4) Any request to discontinue collection, processing, or use of personal information;
- (5) Any request to delete the personal information

Please note that we will not be able to complete the necessary procedures if you do not provide adequate information.

## 學雜費、住宿費及其他費用收費標準

### Tuition and Miscellaneous Fees, Dormitory Fees and Other Fees

- 以下提供 113 學年度秋季班學雜費收費標準供參考，實際費用依當年度學校公告為準。The following list is the tuition and miscellaneous fees for the academic year 2024-2025. The exact costs are based on Cheng Shiu University's website under "Tuition and Miscellaneous Fee".  
(網站 Website: [https://account102.csu.edu.tw/wSite/lp?ctNode=9224&mp=A10000&idPath=9195\\_9224](https://account102.csu.edu.tw/wSite/lp?ctNode=9224&mp=A10000&idPath=9195_9224))
- 欲申請學生宿舍之國際學生，請填寫住宿調查表。 New students who intend to apply for the school dormitory should fill out the accommodation survey.

學雜費 Tuition and Miscellaneous Fees (每學期 Per Semester) <sup>1</sup>			
學院 (含學士、碩士及博士學位) College (includes Bachelor's, Master's, and Doctorate Degrees)	學費 Tuition	雜費 Miscellaneous	總計 Total
工學院 College of Engineering	NTD 40,805	NTD 13,930	NTD 54,735
管理學院 College of Management	NTD 39,007	NTD 8,590	NTD 47,597
生活創意學院 College of Life and Creativity	NTD 39,007	NTD 8,590	NTD 47,597
住宿費 Dormitory Fees <sup>2</sup>			
文山宿舍 (二人房) Wenshan Dormitory (Twin room)	NTD 17,000	一學期之費用，未含押金 The deposit is not included in the dorm fee per semester.	
正修宿舍 (四人房~六人房) Cheng Shiu Dormitory (Quad room)	NTD 12,500	一學期之費用，未含押金及寒暑假費用 The deposit, and winter and summer break fees are not included in the fee per semester.	
備註 Remarks	<ul style="list-style-type: none"> <li>■ 本表幣別以新台幣(NTD)計。The currency in this table is New Taiwan Dollar (NTD)</li> <li>■ 學雜費依當年度學校公告為準。Each semester tuition fees will be per the university's official announcement.</li> </ul>		



其他費用 Other Fees			
電腦及網路通訊使用費 Computer Lab and Internet Usage Fee	台幣 NTD	1,200	全校學生 All Students
學生平安保險費 <sup>3</sup> Student Insurance Fee <sup>3</sup>	台幣 NTD	935	全校學生 All Students
居留證 <sup>4</sup> Alien Resident Certificate (ARC) <sup>4</sup>	台幣 NTD	1,000	國際學生 International Students
國際學生保險費 Insurance Fee for International Students	台幣 NTD	3,000	尚未具有健保資格之國際學生 International Students who are not yet eligible for the NHI
全民健康保險 <sup>5</sup> National Health Insurance (NHI) <sup>5</sup>	台幣 NTD	826/月 (per month)	國際學生 International Students (每學期收一次 NT\$4,956/6 個月) (NT\$4,956/6 months will be collected once per semester)
工作證 <sup>6</sup> Working Permit <sup>6</sup>	台幣 NTD	100/次	需要工讀的國際學生必須申請工作證。Students with part-time jobs are required to apply for a working permit.
備註 Remarks	<p>■本表幣別以新台幣(NTD)計。The currency in this table is New Taiwan Dollar (NTD)</p> <p>■學雜費依當年度學校公告為準。Each semester tuition fees will be per the university's official announcement.</p>		

3. 學生平安保險費實際費用依當年度學校公告為準。The actual cost for the “Student Insurance Fee” is subjected to change based on the announcement of the school for the specific school year.
4. 居留證實際申請費用依內政部移民署公告為準。The actual cost for the “Alien Resident Certificate (ARC)” is subject to change based on the announcement of the National Immigration Agency.
5. 全民健康保險實際費用依衛生福利部中央健康保險署公告為準。The actual cost for the “National Health Insurance (NHI) Fee” is subject to change based on the announcement of the National Health Insurance Administration, Ministry of Health and Welfare.
6. 僑外生工讀申請工作證實際費用依勞動部公告為準。The actual cost for the “Work Permit for Foreign Students, Overseas Chinese Students, and Ethnic Chinese Students” is subject to change based on the announcement of the Workforce Development Agency.

# 獎助學金資訊

## Information for Scholarship

### 學校助學金 Scholarship from school:

國際學生進入就讀本校後學校提供每月新台幣\$5000 元助學金，如無違反校規，大學部學生最多補助 4 年、碩士班最多補助 2 年、博士班最多補助 4 年。同學抵台的第一個月生活助學金以百分比計算。已就讀本校國際學生，其前一學年每學期至少修習 9 學分且學期操行平均成績均達 70 分(含)以上方可申請。當月離開台灣 10 日以上者，該月停發生活助學金。(依正修科技大學國際學生獎助學金實施要點辦理)

CSU will award a NT\$5,000 scholarship monthly to eligible international students. If there are no violations of school regulations, Bachelor's degree students can continue to apply for scholarships for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years. The student's living stipend for the first month of arrival in Taiwan is calculated based on the percentage of days they are in Taiwan. Those who are enrolled in our university should at least have 9 credits each semester of the previous academic year and an average semester score of 70 points or more (inclusive). Those who have left Taiwan for more than 10 days in the same month won't receive the scholarship for that month. (per the "Scholarship Guidelines for International Students of Cheng Shiu University").

### 住宿助學金 Dormitory scholarship:

國際學生於進入就讀本校後如無違學校規定且成績優秀者，每學期可申請住宿費抵免，大學部學生最多補助 4 年、碩士班最多補助 2 年、博士班最多補助 4 年。

If there is no violation of school regulations and outstanding academic performance, students can continue to apply for scholarships every semester to waive accommodation fees. Bachelor's degree students can continue to apply for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years.

## 學雜費退費基準表

### Tuition and Miscellaneous Fee Refund Information

學生休、退學時間 Student's withdrawal period from school (includes leave or drop-out)	學費、雜費退費比例 Tuition and miscellaneous fee refund ratio	備註 Remark
<p>一、 註冊日(含當日)前申請休退學者</p> <p>1. Students who apply for withdrawal before the enrollment date (inclusive)</p>	<p>免繳費，已收費者，全額退費 Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid</p>	
<p>二、 於註冊日之次日起至上課(開學)日之前一日申請休、退學者</p> <p>2. Apply for withdrawal from the day after the enrollment date to the day before the start of class</p>	<p>學費退還三分之二，雜費全部退還 Two-thirds of tuition fees will be refunded, miscellaneous fees will be refunded in full</p>	<p>其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數(或學分學雜費)三分之二</p> <p>If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, all unit fees and two-thirds of the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded</p>
<p>三、 於上課(開學)日(含當日)之後而未逾學期三分之一申請休、退學者</p> <p>3. Apply for withdrawal from the first day of class and until less than one-third of the semester</p>	<p>學費、雜費退還三分之二 Two-thirds of tuition and miscellaneous fees will be refunded</p>	<p>其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之二</p> <p>If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, two-thirds of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded</p>
<p>四、 於上課(開學)日(含當日)之後逾學期三分之一，而未逾學期三分之二申請休、退學者</p> <p>4. Apply for withdrawal from the first day of class until after one-third of the semester, but less than two-thirds of the semester</p>	<p>學費、雜費退還三分之一 One-third of tuition and miscellaneous fees will be refunded</p>	<p>其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之一</p> <p>If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, one-third of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded</p>
<p>五、 於上課(開學)日(含當日)之後逾學期三分之二申請休、退學者</p> <p>5. Apply for withdrawal from two-thirds of the semester after the start of class</p>	<p>所繳學費、雜費，不予退還 Tuition and miscellaneous fees paid are non-refundable</p>	

**備註：**

- 一、 表列註冊日、上課（開學）日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。
- 二、 學生申請休學或自動退學者，其休、退學時間應依學生（或家長）向學校受理單位正式提出休、退學申請之日為計算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復（訴）而繼續留校上課者，以實際離校日為計算基準日。
- 三、 休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。
- 四、 各校不得於學校行事曆所定該學期開始日前預收任何費用。

**Remarks:**

1. The calculation of enrollment date, the start of class and semester, etc. shall be determined according to the calendar officially announced by the school; if the school does not specify an enrollment date, the deadline for enrollment and payment shall be the enrollment date.
2. For students who apply for withdrawal (including leave or voluntary drop-out), the time for withdrawal shall be calculated based on the date when the student (or parent) formally submits the application for withdrawal to the school's Office of Academic Affairs. For students who are drop-out by the school, the date on the withdrawal notice is the base date for calculation. However, for those who continue to stay in school due to the application (complaint) of withdrawal from school, the actual date of leaving school will be used as the calculation base date.
3. Students who will withdraw from school should complete the school-leaving procedures within the time limit specified by the school; if the relevant procedures are delayed due to factors attributable to the student, the actual school-leaving date will be used as the calculation base date.
4. Schools are not allowed to collect any fees in advance before the start of the semester set in the school calendar.