

Kaohsiung Medical University (KMU)

Guidelines for Refunds to Suspended or Withdrawn Students

September 11, 2013 Passed at the 1st Academic Affairs Meeting academic year 2013

November 8, 2013 Passed at the 3rd Administrative Meeting academic year 2013

November 21, 2013 Announced by KMU Academic Affairs Letter No. 1021103614

- I. These Guidelines have been established to handle matters related to the refund of fees to students who have suspended studies in KMU or withdrawn therefrom.
- II. Students applying for suspension or withdrawal from KMU shall be refunded according to the following ratios:
 - (I) Students who have applied for suspension or withdrawal prior to the start of school (inclusive) shall be exempt from paying any fees; students who have already been charged will receive a full refund.
 - (II) For students who apply for suspension or withdrawal after the start of school but before one-third of the semester has passed, two-thirds of the total tuition and miscellaneous fees shall be refunded to those on a full tuition and miscellaneous fees basis; and two-thirds of the total basic tuition and miscellaneous fees, credit fees, and remaining fees shall be refunded to those on a basic tuition and miscellaneous fees basis.
 - (III) For students requesting suspension or withdrawal after one-third of the semester has passed but not beyond more than two-thirds of the semester, one-third of the total tuition and miscellaneous fees shall be refunded on a full tuition and miscellaneous fees basis; and one-third of the basic tuition and miscellaneous fees, credit fees, and remaining fees shall be refunded to those on a basic tuition and miscellaneous fees basis.
 - (IV) No refund of full tuition and miscellaneous fees, basic tuition and miscellaneous fees, or remaining fees shall be made to students applying for suspension or withdrawal after two-thirds of the semester have passed.
- III. First-year and transfer students subject to the waitlist system who apply for withdrawal prior to the waitlist decision deadline (inclusive) shall receive a full refund; those who apply for suspension and those who apply for suspension or withdrawal after the waitlist decision deadline shall be refunded according to the previous regulations.
- IV. Students who have applied for suspension in the previous semester and continue to apply for suspension in the following semester are exempt from paying any fees.
- V. The base dates for calculating refund are as follows:
 - (I) For those who apply for suspension or withdrawal, the refund shall be calculated based on the date the student (or parent) submits the application for suspension or withdrawal to the

Academic Affairs Office and completes the procedures for leaving school.

- (II) For students who are subject to a suspension or withdrawal order from KMU, the refund shall be calculated based on the date of delivery of the suspension or withdrawal notice; however, if the student continues to attend school due to a suspension or withdrawal appeal process, the actual date of leaving school shall serve as the base date.

VI. The calculation of the first day of school and semester as stated in these Guidelines shall be based on the official calendar published by KMU.

VII. Students applying for suspension or withdrawal must prepare the original payment receipt and their account information, and submit them to the Office of Academic Affairs for refund in accordance with Article 2 of these Guidelines.

VIII. These Guidelines were approved upon a resolution by the Academic Affairs Meeting and the Administrative Meeting, and implemented on the announcement date with the approval of the President. The same shall apply to all subsequent amendments.