



Feng Chia University Operating Guidelines for Delayed Payment of Tuition

Adopted during the 2006 tuition and miscellaneous fees meeting (second meeting) on 2006/05/22

Adopted during an administrative affairs meeting on 2006/08/23

Ratified by the University president and promulgated on 2006/09/27

Revised and adopted during an administrative affairs meeting on 2011/10/19

Ratified by the University president and promulgated on 2011/10/31

Revised and adopted during an administrative affairs meeting on 2014/01/08

Ratified by the University president and promulgated on 2014/02/18

Article 1: The “Feng Chia University Operating Guidelines for Delayed Payment of Tuition” (hereafter referred to as ‘operating guidelines’) are formulated to allow students unable to pay their tuition before the course registration payment deadline to continue their education.

Article 2: These operating guidelines apply to international students and students with Republic of China (hereafter referred to as ‘ROC’) citizenship.

Article 3: “International students” refers to Overseas Chinese students, students of foreign nationality, and students from Hong Kong, Macau and China.

Article 4: Items applicable to these operating guidelines include tuition, miscellaneous fees, and course credit fees. Items not applicable include student group insurance fees, dormitory fees, internet/network training fees, and international student insurance fees.

Article 5: Application for delayed payment of tuition may be made in the following situations:

I. Students with ROC citizenship:

1. The total income earned by all members of the applicant’s household qualifies the applicant for tuition discount, financial aid, or student loan. However, due to extenuating circumstances, the applicant is unable to apply for any of the above-mentioned forms of assistance or has applied for student loan but has not yet received approval.
2. Due to a family emergency, the applicant is unable to pay tuition on time.
3. Other extraordinary circumstances.

II. International students:

International students who have been awarded scholarships are eligible to apply for delayed payment of tuition.

Article 6: Required documents:

I. Students with ROC citizenship:

1. Feng Chia University Delayed Tuition and Payment Installment Application Form.
2. Tax statement (issued by the National Tax Administration) for the entire household showing total income from all sources.
3. Household registration form.
4. Other relevant documents.

II. International students:

1. Feng Chia University Delayed Tuition and Payment Installment Application Form.

Article 7: Applications for delayed payment of tuition shall be made before the course registration deadline. Students with ROC citizenship shall submit applications to the Registration and Curriculum Section of the Office of Academic Affairs; applications must be approved by the Dean of Academic Affairs. International students shall submit applications to the Office of International Affairs; applications must be approved by the Dean of International Affairs. Following approval by relevant personnel, applications made by ROC citizens and international students shall be sent to the Office of Finance.

Article 8: Delayed payment installment schedule:

	Fall Semester	Spring Semester	Explanation
First Installment	Before October 5	Before March 5	One-third of the total tuition and miscellaneous fees
Second Installment	Before November 5	Before April 5	One-third of the total tuition and miscellaneous fees
Third Installment	Before December 5	Before May 31	One-third of the total tuition and miscellaneous fees (before April 30 for graduating students)

1. As stipulated in Paragraph 2 of Article 41 of the “Feng Chia University Laws and Regulations,” if the installment has not been completed during the first payment phase, the student shall be deemed to have withdrawn from the university.
2. Installments not completed during the second or third payment phases shall be handled in accordance with the provisions stipulated in Article 11 of the “Feng Chia University Laws and Regulations.”

Article 9: If the previous semester’s delayed payment of tuition has not been paid in full, students cannot apply to delay payment of the current semester’s tuition and miscellaneous fees; students approved for delayed payment of tuition must pay outstanding tuition fees before applying for planned educational leave, withdrawal from FCU, or graduation.

Article 10: These operating guidelines were passed during an administrative affairs meeting, ratified by the president of FCU and promulgated. Revisions shall be handled in the same manner.

Article 11: In the event that the meaning, connotation, or interpretation expressed in these English-language guidelines differ from the original Chinese-language version, the Chinese-language version shall be taken to be correct and true.

Feng Chia University Delayed Tuition and Payment Installment Application Form

1. Delayed payment installment schedule procedures:

Fall semester payment installment deadline: December 15

Spring semester payment installment deadline: May 31 (before April 30 for graduating students)

First installment: Payment of one-third of the total tuition and miscellaneous fees before October 5 for the fall semester or before March 5 for the spring semester.

Second installment: Payment of one-third of the total tuition and miscellaneous fees before November 5 for the fall semester or before April 5 for the spring semester.

Third installment: Payment of one-third of the total tuition and miscellaneous fees before December 15 for the fall semester or before May 31 for the spring semester (before April 30 for graduating students).

As stipulated in Paragraph 2 of Article 41 of the Feng Chia University Laws and Regulations, if the installment has not been completed during the first payment phase, the student shall be deemed to have withdrawn from the university.

Installments not completed during the second or third payment phases shall be handled in accordance with the provisions stipulated in Article 11 of the Feng Chia University Laws and Regulations.

2. If the previous semester's delayed payment of tuition has not been paid in full, students cannot apply to delay payment of the current semester's tuition and miscellaneous fees; students approved for delayed payment of tuition must pay outstanding tuition fees before applying for planned educational leave, withdrawal from FCU, or graduation.

I have read and agree to comply with the above requirements.

Student's Signature: _____

Date: _____ (Year/Month/Day)

1. Please provide the reason for this application. Parental consent must also be included. If it is found that the applicant has falsified any information in his/her application, the applicant will bear all legal responsibilities.
2. Application Period:
 - i. Applications for the fall semester should be made after the announcement of scholarship recipients and prior to the fall semester's registration deadline.
 - ii. Applications for the spring semester should be made prior to the completion of the fall semester.
3. After completing steps 1-4 (see below), please submit this application to the Office of International Affairs.

Student's Name		Student ID Number	
Department and Year of Study		Telephone Number	
Mailing Address			
E-mail			
1.財務處 Financial Office	Good payment record	Overdue payment	Signature:
2.學系導師 Department Academic Advisor	Opinion :		Signature:
3.系主任 Director of Department	Opinion :		Signature:

4.生活導師 Guidance Counselor	Opinion : <div style="text-align: right;">Signature:</div>		
國際處 Office of International Affairs	<input type="checkbox"/> Confirmation of parental consent <input type="checkbox"/> No answer from parents Signature:	Supervisor	
Reason for Application	Please provide a 500-word essay with specific reasons for the application and repayment plan for the tuition extension. For example, describe details of your financial difficulties, list a potential sponsor, and offer a reasonable plan to complete your tuition payments.		