

Guidelines on the Deferred Payment of Tuition and Other Required Fees at I-Shou University

Adopted by the University Administration Council on July 13, 2022, and promulgated with the consent of the President dated July 19, 2022

Amendments to the Guidelines adopted by the University Administration Council on August 16, 2023, and promulgated with the consent of the President dated August 22, 2023

Amendments to Provisions III, V, VII, and X adopted by the University Administration Council on May 21, 2025, and promulgated with the consent of the President dated June 3, 2025

Amendments to Provisions V, IX, and X adopted by the University Administration Council on December 24, 2025, and promulgated with the consent of the President dated December 26, 2025

- I. The Guidelines on the Deferred Payment of Tuition and Other Required Fees at I-Shou University (hereinafter referred to as “the Guidelines”) are established by I-Shou University (hereinafter referred to as “the University”) to provide assistance to students who, due to financial difficulties, are unable to pay tuition and other required fees by the prescribed enrollment and payment deadlines.
- II. The Guidelines shall apply to all officially enrolled domestic and international students.
- III. The term “international student” used herein includes overseas Chinese students, international students, and students from Hong Kong, Macau, and the Mainland Area.
- IV. The Guidelines shall apply only to tuition, other required fees, and credit fees, and do not cover arrears, collections, or payments on behalf of students (e.g., student group insurance premiums and international students’ insurance premiums).
- V. Students who meet one of the following requirements and have paid all previously deferred payables in full may apply for deferred payment of tuition, other required fees, and credit fees.

However, students are not permitted to submit an application during their first semester of enrollment.

1. Domestic students:

- a. A student whose family income qualifies them to apply for an exemption from or reduction in tuition and other required fees, grants for students from underprivileged households, or a student loan, but who fails to submit an application or fails to obtain such exemption, reduction, or student loan for any reason;
- b. A student whose family has suffered a sudden misfortune, resulting in an inability to pay tuition and other required fees in full by the prescribed deadline; or
- c. Any other special circumstances as approved by the University.

2. International students: A student whose family has suffered a sudden misfortune, resulting in an inability to pay tuition and other required fees in full by the prescribed deadline.

VI. The following documents are required for the application:

1. Domestic students:

- a. The household-based consolidated statement of all categories of incomes for the most recent year as issued by the National Taxation Bureau;
- b. A photocopy of the household registration transcript for the entire household;
- c. The Application Form for Deferred Payment of Tuition and Other Required Fees; and
- d. The applicant's attendance record for the previous semester and any supporting documents.

2. International students: The Application Form for Deferred Payment of Tuition and Other Required Fees, the applicant's attendance record for the previous semester, and any supporting documents.

VII. Qualified students shall complete and submit the Application Form for Deferred Payment of Tuition and Other Required Fees before the first day of school. However, if an applicant meets the requirements specified in Item 1 of Subparagraph 1 of Provision V of the Guidelines, they are required to complete and submit the aforementioned application form no later than the eighth week of the semester.

Domestic students shall submit their applications to the Registration Section of the Office of Academic Affairs for approval by the Dean of Academic Affairs. International students,

overseas Chinese students, and students from Hong Kong, Macau, and the Mainland Area shall submit their applications to the Office of International and Cross-strait Affairs for approval by the Dean of International and Cross-strait Affairs. Upon approval, the applications shall be forwarded to the Cashier Section of the Office of General Affairs for further processing.

VIII. Applicants whose applications for deferred payment are not approved shall pay tuition and other required fees in full within two weeks of the beginning of the semester. Applicants who meet the requirements specified in Item 1 of Subparagraph 1 of Provision V of the Guidelines and submit an application for deferred payment before the eighth week of the semester shall pay tuition and other required fees in full no later than the tenth week of the semester if their application for deferred payment is not approved.

IX. The installment plan and the corresponding amount of each installment for deferred tuition and other required fees are as follows:

	First Semester	Second Semester	Amount
First Installment	Before the first day of school	Before the first day of school	One-third of the total amount
Second Installment	Before the sixth week of the semester	Before the sixth week of the semester	One-third of the total amount
Third Installment	Before the fourteenth week of the semester	Before the fourteenth week of the semester	One-third of the total amount

Applicants who meet the requirements specified in Item 1 of Subparagraph 1 of Provision V of the Guidelines and whose applications for deferred payment are approved shall pay tuition and other required fees in equal installments, beginning two weeks after approval and continuing until the deadline for the third installment.

If an applicant whose application for deferred payment is approved is unable to pay the first installment for any reason, they may apply to the Cashier Section of the Office of General Affairs for an extension of up to two weeks.

X. Students who have not paid all previously deferred payables in full are not permitted to apply for deferred payment for the following semester and shall be expelled from the University in accordance with Subparagraph 5 of Article 21 and Subparagraph 6 of Article 49 of the Academic Rules of I-Shou University. Students who are graduating from the University or who apply for suspension of studies or withdrawal from the University for any reason are not permitted to complete the school-leaving process until all deferred payables have been paid in full.

XI. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.