

# Guidelines on 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  
from the President dated on July 19, 2022

Adopted by the University Administration Council on  
August 16, 2023, and promulgated with the consent  
from the President dated on August 22, 2023

- I. The Guidelines on Deferred Payment of Tuition and Other Required Fees at I-Shou University (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") to support students who are unable to pay the tuition and other required fees by a given deadline for registration and payment as a result of financial difficulties.
- II. The Guidelines are applicable to both officially enrolled domestic and international students.
- III. The term "international students" used herein includes overseas Chinese students, international students, and students from Hong Kong, Macau, and China.
- IV. The Guidelines are applicable to the tuition, other required fees, and credit fees only. Arrears, collections, and payments on behalf of students (e.g. student group insurance premiums and international students insurance premiums) are excluded.
- V. Students who meet one of the following conditions may apply for deferred payment of tuition and miscellaneous fees and credit fees. However, **according to the school's regulations, the last semester, for which the full tuition and miscellaneous fees must be paid, is not eligible for deferred payment.**
  1. Domestic students:
    - a. The applicant whose family income is qualified for the application for exemption from or reduction in the tuition and other required fees, grants for students from underprivileged households, or a student loan fails to file an application or to receive the exemption, reduction, or a student loan for some reason;
    - b. The applicant's family suffers sudden misfortune;
    - or c. Other special reasons approved by the University.
  2. International students: The applicant's family suffers sudden misfortune.

- VI. Required documents:
1. Domestic students:
    - a. the latest data on all types of household incomes provided by the National Taxation Bureau;
    - b. a photocopy of the household registration transcript;
    - c. the Application Form for Deferred Payment of Tuition and Other Required Fees; and
    - d. the applicant's attendance record of the previous semester and supporting documents.
  2. International students: The Application Form for Deferred Payment of Tuition and Other Required Fees, the applicant's attendance record of the previous semester, and supporting documents.
- VII. Qualified applicants shall complete and submit the Application Form for Deferred Payment of Tuition and Other Required Fees before the first day of school. If an applicant meets the requirement specified in Article V, Section 1, Subsection 1 of the Guidelines, he/she shall complete and submit the Application Form for Deferred Payment of Tuition and Other Required Fees before the 8<sup>th</sup> week of the semester. Domestic students shall file their applications to the Registration Section of the Office of Academic Affairs for approval from the Dean of Academic Affairs. International students, overseas Chinese students, and students from Hong Kong, Macau, and China shall file their applications to the Office of International and Cross-Strait Affairs for approval from the Dean of International and Cross-Strait Affairs. The approved applications shall then be submitted to the Cashier Section of the Office of General Affairs for further processing.
- VIII. Unsuccessful applicants shall pay off the tuition and other required fees within two weeks after the beginning of the semester provided that their application for deferred payment is not approved. For applicants who meet the requirement specified in Article V, Section 1, Subsection 1 of the Guidelines and have submitted an application for deferred payment before the 8<sup>th</sup> week of the semester, they shall pay off the tuition and other required fees before the 10<sup>th</sup> week of the semester provided that their application for deferred payment is not approved.
- IX. 1. The installment plan and the amount of each installment for the tuition and other required fees:

	First Semester	Second Semester	Amount
1 <sup>st</sup> Installment	Before the first day of school	Before the first day of school	1/3 of the total amount
2 <sup>nd</sup>	Before the 8 <sup>th</sup> week of	Before the 8 <sup>th</sup> week of	1/3 of the total amount

Installment	the semester	the semester	
3 <sup>rd</sup> Installment	Before the 16 <sup>th</sup> week of the semester	Before the 16 <sup>th</sup> week of the semester; Before the 14 <sup>th</sup> week of the semester (for graduands)	1/3 of the total amount

2. Applicants who meet the requirement specified in Article V, Section 1, Subsection 1 of the Guidelines and are approved to defer the payment shall pay the tuition and other required fees equally between the 10th week of the semester and the deadline for the 3<sup>rd</sup> installment.

X. Applicants who have not paid off their installments in the previous semester are not permitted to apply for deferred payment in the following semester and shall be regarded as unenrolled students in accordance with the Academic Rules of the University. They are not permitted to conduct the check-out process until they have paid off the tuition and other required fees before graduating from the University or when applying for suspension of schooling or withdrawal from the University.

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 the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*

## Application Form for Deferred Payment of Tuition and Other Required Fees

I. The payment deadline and the amount for each installment:

- 1<sup>st</sup> installment: 1/3 of the total amount should be paid before the first day of school.
- 2<sup>nd</sup> installment: 1/3 of the total amount should be paid before the 8<sup>th</sup> week of the semester.
- 3<sup>rd</sup> installment: 1/3 of the total amount should be paid before the 16<sup>th</sup> week of the semester or before the 14<sup>th</sup> week of the semester (for graduands).
- If the applicant meets the requirement specified in Item 1, Subparagraph 1, Paragraph 1, Provision V of the Guidelines and his/her application for deferred payment is approved, he/she shall pay off the tuition and other required fees equally between the 10<sup>th</sup> week of the semester and the deadline for the 3<sup>rd</sup> installment.

II. Applicants who have not paid off their installments in the previous semester are not permitted to apply for deferred payment in the following semester and shall be regarded as unenrolled students in accordance with the Academic Rules of the University. They are not permitted to conduct the check-out process until they have paid off the tuition and other required fees before graduating from the University or when applying for suspension of schooling or withdrawal from the University. **According to the school's regulations, the last semester, for which the full tuition and miscellaneous fees must be paid, is not eligible for deferred payment.**

I have read the aforesaid rules thoroughly and carefully and agree to comply with them.

Signature of the Applicant:

Signature of the Applicant's Parent:

Application Date:

1. Application Deadline: The application form should be submitted to the Cashier Section for review before the first day of school.

(Note: If you want to apply for suspension of schooling, please file your application before the first day of school. Otherwise, you need to pay the tuition and other required fees in accordance with the applicable regulations and rules.)

2. The applicant should complete this application form and go through all the steps (Column 1 to Column 6) before submitting it to the **Office of International and Cross-Strait Affairs** for further processing.

Student's Name		Student No.		
Semester and Academic Year of Deferred Payment		Department	Nationality	
Parent's Name		Parent's Mobile		
Mailing Address				
Email		Student's Mobile		

Why are you applying for deferred payment?

(Please specify the reason you apply for installments, the difficulties you are facing and support you have looked for, and how you will pay off the tuition and other required fees.)

<p>1. Application Registration/ Scholarships Grants Received</p>	<p>International students, overseas Chinese students, and students from Hong Kong, Macau, and China <b>are required to register with the International and Cross-Strait Affairs Office for Deferred Payment.</b></p> <p>Signature:</p>	<p>Domestic students (checked by the Office of Student Affairs)</p> <p>Exemption from/reduction in the tuition &amp; other required fees:</p> <p><input type="checkbox"/> The applicant did not apply</p> <p><input type="checkbox"/> The application was denied</p> <p>Student loan:</p> <p><input type="checkbox"/> The applicant did not apply</p> <p><input type="checkbox"/> The application was denied</p> <p>Grants for students from underprivileged households:</p> <p><input type="checkbox"/> The applicant did not apply</p> <p><input type="checkbox"/> The application was denied</p> <p>Reason for Denial:</p> <p>Signature:</p>
	<p>International students, overseas Chinese students, and students from Hong Kong, Macau, and China (checked by the Office of International and Cross-Strait Affairs)</p> <p><input type="checkbox"/> The applicant receives no scholarship/grant now.</p> <p><input type="checkbox"/> The applicant has received a scholarship/grant of NT\$_____</p> <p>Title of the scholarship/grant:</p> <p>Signature:</p>	
<p>2. Department Assistant</p>	<p><input type="checkbox"/> The latest data on household various incomes provided by the National Taxation Bureau</p> <p><input type="checkbox"/> A photocopy of the household registration transcript</p> <p><input type="checkbox"/> Application Form for Deferred Payment of Tuition and Other Required Fees</p> <p><input type="checkbox"/> An academic transcript</p> <p><input type="checkbox"/> The attendance record of the previous semester (attendance rate _____%)</p> <p><input type="checkbox"/> Supporting documents</p> <p>Signature:</p>	

3. Advisor	Counseling record:          Signature:		
4. Department Chair	Counseling record:          Signature:		
5. Office of Accounting	Average disposable income per household by disposable income quintile in Year _____ (from top 20% to lowest 20%):  Signature:		
6. Cashier Section	<input type="checkbox"/> The applicant has paid off previous installments. <input type="checkbox"/> The applicant has paid 1/3 of the tuition and other required fees this semester on _____.  Signature:		
7. Archive The application submitted by a domestic student should be reviewed by the Office of Student Affairs, while the application submitted by an international student, overseas Chinese student, or student from Hong Kong, Macau, or China by the Office of International and Cross-Strait Affairs:		8. Approval The application submitted by a domestic student should be submitted to the Dean of Academic Affairs for approval, while the application submitted by an international student, overseas Chinese student, or student from Hong Kong, Macau, or China to the Dean of International and Cross-Strait Affairs for approval:	

## Application Procedure

