

銘傳大學學生學雜費分期付款實施辦法

中華民國九十三年四月十二日行政會議通過

第一條：本校為對經濟有困難之在學學生，給予學雜費分期付款之優待，減輕經濟負擔，使其專心向學，特訂定「銘傳大學學生學雜費分期付款實施辦法」。(以下簡稱本辦法)

第二條：凡本校學生依相關規定不符合辦理教育部優惠減免學雜費或本校所辦理就學貸款之資格，且其家庭突遭變故者，依本辦法申請且經核准後得辦理學雜費分期付款。

第三條：本辦法分三期償還學雜費(含學費, 雜費或學分學雜費, 實習費, 校內住宿費), 每期繳交學雜費全額的三分之一, 申請獲准後應在一週內繳交第一期, 但最後一期應於該學期十五週前清償完畢。

第四條：申請學雜費分期付款，應繳交下列文件，方予受理。

1. 申請表
2. 附相關證明文件，申請時1個月內之全戶戶籍謄本、家長證明...
3. 本學期註冊繳費單據正本

第五條：申請人得於每學期學雜費繳費截止日前一週內至學務處生輔組（桃園校區學務組）完成申請手續。

第六條：未依規定之期限分期繳交學雜費者，應依本校學則第十三條之規定處分，絕不抗辯。

第七條：本辦法經行政會議通過，陳請校長核定後公佈實施，修正時亦同。

MCU Student Tuition and Fees Installment Payment Procedure

Approved by University Administration Committee on April 12, 2004

Article One: MCU grants students who have economic difficulty to pay the tuition and fees in installments, helping to lower their economic burden and to allow them to focus on their studies. Therefore, the “MCU Student Tuition and Fees Installment Payment Procedures” were adopted (referred to below as these procedures).

Article Two: Every MCU student who does not qualify to apply for the Ministry of Education’s preferential treatment to reduce tuition and fees or for student loans, and whose family suffers from a sudden emergency or accident, can make installment payments on the basis of this procedure after his or her application is approved.

Article Three: This procedure divides the tuition and fees into three installments (including the tuition, fees or credit-hour based tuition, dormitory fees). Students have to pay 1/3 of the tuition and fees in each installment. The first installment is not due until one week following application approval, but the final installment must be paid prior to the 15th week of the semester.

Article Four: Application for installment payments will be accepted only after students submit all the following documents.

1. Application Form
2. Related documents, such as household registration certificate updated within the past month and parents’ verification of economic need.
3. Original tuition and fees invoice for current semester.

Article Five: Applications must be filed within the week prior to payment deadline at the Student Advising Section of the Student Affairs Division (Student Affairs Section on Taoyuan Campus).

Article Six: Students who fail to pay the installments by the regulated deadlines will be treated according to Article 13 in the Student Handbook with no recourse.

Article Seven: These procedures were adopted by the university Administration Committee and the president. Any amendments must be handled accordingly.

