

Tuition Notice for Fall Semester of the 2014 Academic Year

(Senior Students Only)

1. Tuition Standard:

1. Students of day school in every education system pay full tuition fee.
2. The total credit fee for the undergraduate program in the Division of Continuing Education is separated into tuition per credit hour and the number of taken credits. PE and military training courses will be charged an additional credit fee when students take courses.
3. For on-job master programs, the total credit fee includes tuition per credit hour, the number of taken credits and the basic incidental fee.

※If the number of prepaid credits and the number of taken credits are different, the refund will be arranged or additional fees should be paid after the period of selecting courses.

2. If a student has applied for suspension or termination of studies for reasons and the application is approved, the tuition refund standard will be in accordance with regulations of Ministry of Education. For relevant regulations, please refer to the website of Accounting Office (<http://acc.asia.edu.tw/>) → Bulletin Board → Tuition refund standard for suspension or termination.

Additional remarks for tuition refund of suspension or termination of studies for freshmen and transfer students under the vacant fulfillment system in graduate programs, undergraduate programs in the Division of Continuing Education, or taking transfer examination:

1. If students apply for suspension or termination before (and on) the tuition due date, the tuition will not be required.
2. If students apply for termination of studies during the date after the tuition due date till the date before the semester starts (the first day of semester), students will receive the full refund without 5% of the total amount of incidental fee, tuition per credit hour, credit fees and basic incidental fee.
3. If students apply for suspension of studies during the date after the tuition due date till the date before the semester starts (the first day of semester), students will receive 2/3 of the tuition and the full refund of incidental and other fees.

3. Please pay **before the tuition due date**. For student loan, tuition reduction and change for dormitories, applicants who have to change or print the tuition bill can go to the home page of Asia University → Course Selection and Information of Quick Links → Student Information System of Asia University (<http://webs.asia.edu.tw/stdinfo/>) → Enter account number and password → Applications → Print Tuition Bill → Academic Year and Semester : 2014 Fall ; Types of Tuition Bill : Primary Selection.

4. Pay tuition and fees **【If students can print a receipt online 2 days after the payment (5 days for convenience stores), it means that the tuition is paid successfully.】**

From now until the tuition due date, the following ways are available to pay in Taiwan. (1) ATM transfer (2) Financial institutions for cross-bank remittance (3) Convenience stores**【Not apply for new students of undergraduate programs in the Division of Continuing Education and transfer students】** (4) Bring the tuition bill to go to a Cathay United Bank to pay.

Please keep the transfer stub and the tuition bill after the payment for your own right and interest.

※ Print tuition receipt : Student Information System of Asia University → Applications → Print Tuition Receipt

5. Students apply not to purchase student safety insurance:

1. According to the regulation of Ministry of Education, student safety insurance is not compulsory, but the school should encourage students to purchase this insurance. If a student doesn't want the insurance, please pay in advance and go to Guidance and Counseling Section of Office of Student Affairs (Administration Building 1F) to apply for the refund (For students under 20 years old, parents should sign a guarantee) within **14** days of the first day of the semester (Before 5 PM, **10/08/2014**). Otherwise, refund application will not be accepted. For the application procedure and contract terms of student safety insurance, please go to the website of Guidance and Counseling Section of Office of Student Affairs : <http://myaweb.asia.edu.tw/meworksv2a/meworks/page.aspx?no=30560>.
2. According to the 7th clause of the student safety insurance, if a student doesn't pay for the insurance after a month since the first day of the semester, he or she is disqualified for the insurance. For information about student safety insurance, please contact Guidance and Counseling Section of Office of Student Affairs : (04)2332-3456 Ext. 3211

For information about payment, please contact Section of Cashier of Department of General Affairs : (04)2332-3456 Ext. 3350

For information about student loan, please contact Guidance and Counseling Section of Office of Student Affairs : (04)2332-3456 Ext. 3212

For information about tuition reduction, please contact Guidance and Counseling Section of Office of Student Affairs : (04)2332-3456 Ext. 3214

For information about student dormitory application, please contact Dormitory Service Section of Office of Student Affairs : (04)2332-3456 Ext. 3260 ~ 3263

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