

## 113 學年度第 2 學期學生繳費須知

### 一、收費標準：

1. 各學制日間部學生繳納全額學雜費。
2. 進修學士班以學分費及修習學分數核計學分學雜費，體育課程，按實際上課時數收取學分費。
3. 碩士在職專班以學分費及修習學分數加上學雜費基數核計學分學雜費。

※ 實修學分數與預收學分數之差異，於加退選後辦理退補費作業

### 二、因故申請休退學經核准者，學雜費之退費標準依教育部規定辦理。相關規定請參閱會計室網站 (<http://acc.asia.edu.tw/>) → 公告事項 → 退、休學退費標準表。

研究所、進修學士班、轉學考等有遞補制度之一年級新生及轉學生休、退學退費補充說明：

1. 繳費截止日(含)之前申請休、退學者，免繳學雜費。
2. 繳費截止日之次日至上課(開學)日之前一日申請退學者，扣除應繳之學雜費、學分費、學分學雜費、學雜費基數等費用之總和之百分之五後，全額退費。
3. 繳費截止日之次日至上課(開學)日之前一日申請休學者，退還學費 2/3，雜費及其餘各費全部退還。

### 三、請於繳費截止日前完成繳費作業。辦理貸款、減免及變更住宿申請者須辦理換單或補印繳費單者，可直接至亞洲大學首頁 → 使用對象 → 學生 → 在校生 → 教學常用連結 → 學生資訊系統 (<http://webs.asia.edu.tw/stdinfo/>) → 輸入帳號、密碼 → 各項申請 → 列印繳費單 → 學年期：113 2；繳費單類別：初選。

### 四、繳交學雜費【交易後 2 日(超商繳費 7 天)可上列印繳費單 → 歷年繳費明細查詢繳費結果】

即日起至繳費規定期限前，可利用全省 (1) ATM 轉帳 (2) 金融機構跨行匯款 (3) 超商代收【進修學士班新生及轉學生不適用超商代收】(4) 信用卡繳款(5) 持繳費單至國泰世華銀行櫃檯完成繳費。為保障自身權益，繳款後請妥善保存轉帳存根及繳費單。如逾繳費期限除超商代收及信用卡繳款無法繳款，其餘方式尚可繳納。

**※ 繳費收據列印：亞洲大學學生資訊系統 → 各項申請 → 補印繳費收據**

### 五、申請不投保學生平安保險者：

1. 依教育部規定，學生團體平安保險為非強制性，但應鼓勵學生參加。  
若不參加本保險之學生，請預先繳費，並於開學日起 14 天內 (114/03/03，下午五點前) 至學生事務處生活輔導組(行政大樓一樓)辦理退費事宜 (未成年者，需由家長簽署切結書)，逾期不予受理。有關學生平安保險申請流程及契約條款，請至學生事務處生活輔導組網頁瀏覽：<http://myaweb.asia.edu.tw/meworksv2a/meworks/page.aspx?no=30560>。
2. 依據本校學生團體平安保險要點第 7 條規定，若學生於開學日起一個月後，仍未繳交學生平安保險費用者，則視同放棄學生平安保險資格。學生團體平安保險相關事宜請洽學生事務處生活輔導組：(04)2332-3456 分機 3211。

**繳費相關問題請洽總務處出納組：(04)2332-3456 分機 3350**

**就學貸款相關問題請洽學生事務處生活輔導組：(04)2332-3456 分機 3212**

**學雜費減免及行政院減免學雜費相關問題請洽學生事務處生活輔導組：分機 3214**

**學生宿舍申請相關問題請洽學生事務處宿舍服務組：(04)2332-3456 分機 3260 ~ 3263**

## 113 學年度第 2 學期學生繳費須知(新生專用)

### 一、收費標準：

1. 各學制日間部學生繳納全額學雜費。
2. 進修學士班以學分費及修習學分數核計學分學雜費，體育課程，按實際上課時數收取學分費。
3. 碩士在職專班以學分費及修習學分數加上學雜費基數核計學分學雜費。

※ 實修學分數與預收學分數之差異，於加退選後辦理退補費作業

### 二、因故申請休退學經核准者，學雜費之退費標準依教育部規定辦理。相關規定請參閱會計室網站 (<http://acc.asia.edu.tw/>) → 公告事項 → 退、休學退費標準表。

研究所、進修學士班、轉學考等有遞補制度之一年級新生及轉學生休、退學退費補充說明：

1. 繳費截止日(含)之前申請休、退學者，免繳學雜費。
2. 繳費截止日之次日至上課(開學)日之前一日申請退學者，扣除應繳之學雜費、學分費、學分學雜費、學雜費基數等費用之總和 5%後，全額退費。
3. 繳費截止日之次日至上課(開學)日之前一日申請休學者，退還學費 2/3，雜費及其餘各費全部退還。

### 三、請於繳費截止日前完成繳費作業。辦理貸款、減免及變更住宿申請者須辦理換單或補印繳費單者，可直接至亞洲大學首頁→使用對象→學生→在校生→教學常用連結→學生資訊系統 (<http://webs.asia.edu.tw/stdinfo/>) → 輸入帳號、密碼 → 各項申請 → 列印繳費單 → 學年期：113 2；繳費單類別：初選。

### 四、繳交學雜費【交易後 2 日(超商繳費 7 天)可上列印繳費單 → 歷年繳費明細查詢繳費結果】即日起至繳費規定期限前，可利用全省 (1) ATM 轉帳 (2) 金融機構跨行匯款 (3) 超商代收【進修學士班新生及轉學生不適用超商代收】(4) 持繳費單至國泰世華銀行櫃檯完成繳費。為保障自身權益，繳款後請妥善保存轉帳存根及繳費單。

**※ 繳費收據列印：亞洲大學學生資訊系統 → 各項申請 → 補印繳費收據**

### 五、申請不投保學生平安保險者：

1. 依教育部規定，學生團體平安保險為非強制性，但應鼓勵學生參加。  
若不參加本保險之學生，請預先繳費，並於開學日起 14 天內 (114//03/03，下午五點前) 至學生事務處生活輔導組(行政大樓一樓)辦理退費事宜 (未成年者，需由家長簽署切結書)，逾期不予受理。有關學生平安保險申請流程及契約條款，請至學生事務處生活輔導組網頁瀏覽：<http://myaweb.asia.edu.tw/meworksv2a/meworks/page.aspx?no=30560>。
2. 依據本校學生團體平安保險要點第 7 條規定，若學生於開學日起一個月後，仍未繳交學生平安保險費用者，則視同放棄學生平安保險資格。學生團體平安保險相關事宜請洽學生事務處生活輔導組：(04)2332-3456 分機 3211。

繳費相關問題請洽總務處出納組：(04)2332-3456 分機 3350

就學貸款相關問題請洽學生事務處生活輔導組：(04)2332-3456 分機 3212

學雜費減免及行政院減免學雜費相關問題請洽學生事務處生活輔導組：分機 3214

學生宿舍申請相關問題請洽學生事務處宿舍服務組：(04)2332-3456 分機 3260 ~ 3263

## **Notice Regarding Student Fee Payment for the 113th Academic Year, 2st Semester**

### Section One: Fee Standards:

The full tuition and miscellaneous fees are to be paid by all regular day program students.

Extension bachelor's program students will be charged tuition and miscellaneous fees based on credit hours and the number of credits enrolled in. For physical education courses, fees are based on the actual class hours.

Executive master's program students will be charged tuition and miscellaneous fees based on credit hours, the number of credits enrolled in, and the basic fee. Differences between actual and pre-paid credit hours will be adjusted after add-drop periods.

Section Two: Students who are granted approved leaves or withdrawals shall follow the refund standards set by the Ministry of Education. Refer to the Accounting Office website (<http://acc.asia.edu.tw/>) under "Announcements" for the "Refund Standards Table."

For graduate students, extension bachelor's program students, transfer students, and others subject to the supplementary selection system who apply for leave or withdrawal before the payment deadline:

Students who apply for leave or withdrawal before the payment deadline (inclusive) shall be exempt from paying tuition and miscellaneous fees.

Students who apply for withdrawal from the day after the payment deadline until one day before the start of classes (the opening day) shall receive a 5% deduction after deducting the total of tuition and miscellaneous fees, credit fees, credit miscellaneous fees, and the basic fee, and the remaining amount will be refunded in full.

Students who apply for leave from the day after the payment deadline until one day before the start of classes (the opening day) shall receive a 2/3 refund of tuition fees, while miscellaneous fees and other fees shall be fully refunded.

Section Three: Please complete the payment process before the payment deadline. Those applying for loans, reductions, or changes in accommodation may complete the payment process, or they may apply for reprinting of payment forms. Visit the Asia University homepage → Current Students → Teaching Common Links → Student Information System (<http://webs.asia.edu.tw/stdinfo/>) → Enter your account and password → Various applications → Print payment forms → Academic Year: 113 2; Payment form type: Initial selection.

Section Four: Payment of Tuition and Miscellaneous Fees [Print payment form after 2 days of the transaction (7 days for convenience store payments) → View payment results for past years]

Starting now until the specified payment deadline, payments can be made using various methods:

ATM transfers within the province

Interbank transfers through financial institutions

Convenience store collections (not applicable to new extension bachelor's program students and transfer students)

Credit card payments

Payment at the Cathay United Bank counter using the payment form

To safeguard your rights, please retain the transfer receipts and payment forms after making your payment. Please note that, except for convenience store collections and credit card payments, other methods can still be used to make payments even if they are made after the payment deadline.

Printing of payment receipts: Asia University Student Information System → Various applications  
→ Reprint payment receipts.

Section Five: For students who do not wish to enroll in the Student Safety Insurance:

According to the regulations of the Ministry of Education, student group safety insurance is not mandatory but is encouraged for students to participate. Students who do not wish to participate in this insurance should prepay the fee and handle the refund within 14 days after the start of classes (before 5:00 PM on 3th March 114) at the Student Affairs Office Student Life Counseling Division (1st floor of the Administrative Building). For minors, a signed statement from parents is required. Late applications will not be accepted. For information on the application process and contract terms for student safety insurance, please visit the Student Affairs Office Student Life Counseling Division website:

<http://myaweb.asia.edu.tw/meworksv2a/meworks/page.aspx?no=30560>.

According to Article 7 of our university's regulations on student group safety insurance, if a student fails to pay the student safety insurance fee one month after the start of classes, they will be considered to have forfeited their eligibility for student safety insurance. For matters related to student group safety insurance, please contact the Student Affairs Office Student Life Counseling Division: (04)2332-3456 ext. 3211.

For questions related to payments, please contact the Finance Office Cashier Section: (04)2332-3456 ext. 3350.

For questions related to student loans, please contact the Student Affairs Office Student Life Counseling Division: (04)2332-3456 ext. 3212.

For questions related to tuition and fee reductions, please contact the Student Affairs Office Student Life Counseling Division: (04)2332-3456 ext. 3214.

For questions related to student dormitory applications, please contact the Student Affairs Office Dormitory Service Division: (04)2332-3456 ext. 3260 ~ 3263.