**Kaohsiung Medical University**

**Guidelines for Tuition Refund for Withdrawal and Suspension**

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| Sept 11, 2013 | Approved at the 1st. academic affair meeting academic year 2013 |
| Nov 8, 2013 | Approved at the 3rd. administrative meeting academic year 2013 |
| Nov 21, 2013 | Announced on letter ref. KMU Jiao Zi No. 1021103614 |

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|  | These guidelines were established to better deal with refunding issues occurring when students apply for temporary suspension, withdrawal from Kaohsiung Medical University (hereinafter referred as KMU). |
|  | Students who apply for suspension or withdrawal can be refunded with tuitions in accordance with different percentage as follows:   1. Students who suspend or withdraw their study prior to the beginning of a semester can receive 100% refund. 2. Students who apply for suspension or withdrawal before 1/3 of the semester surpasses can get 2/3 refund of the total tuitions. Those who register with miscellaneous base fees shall get refund of 2/3 from the total amount of the miscellaneous fees, credit fees and the other expenses. 3. If 1/3 of the semesters has surpassed and not yet exceeded 2/3 of it, the applicants can be refunded 2/3 of the total tuition fees. Students who register with miscellaneous fees shall get refund of 1/3 from the total amount of miscellaneous fees, credit fees and other expenses.   Applicants who submit requirement for suspension or drop of school after 2/3 of the new semester shall not get refund from the miscellaneous fees, miscellaneous base fees and other expenses. |
|  | Before the termination of enrollment for vacancy, students who apply for withdrawal can get 100% refund, and this case also applies to applicants of school suspension in spite of the enrollment for vacancy has surpassed. |
|  | Students who suspend school for the two semesters in a row do not have to pay tuitions in the second semester. |
|  | Refund would start on the date:  1. When applicants submit suspension or withdrawal application to Office of Academic Affairs and finish the leaving school leaving process.  2. When the notice of withdrawal is sent out to notify the enforcement of suspension and withdrawal. However, on conditions of appeals, the applicants still continues education in school; the refund would take effective on the day of actual school leaving. |
|  | The aforesaid the beginning of the school day or a semester will be submitted to change according to the syllabus. |
|  | Applicants for withdrawal and suspension should prepare the invoice and account information for refund procedure. |

This document is approved at academic affair meeting and administrative meeting, which is also submitted to president’s approval. The enforcement takes effect upon the announcement date, which also applies to amendment.