

# 文藻外語大學學生辦理緩繳辦法

## Student Payment Extension Regulations of Wenzao Ursuline University of Languages

94 年 5 月 11 日校長核定通過  
Ratified by the President on May 11, 2005

第一條 本校為協助經濟困難於開學前無法一次繳清學雜費的學生能安心就學、完成學業，特訂定『學生辦理緩繳辦法』，以下簡稱本辦法。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Student Payment Extension Regulations (hereinafter referred to as “the Regulations”) to help students who are unable to pay for their tuition and incidental fees in full before a semester begins, enabling them to finish their studies without financial concerns.

第二條 本辦法日、進修部全體同學均適用。

Article 2 The Regulations apply to all students of the Day Division and the Division of Continuing Education.

第三條 本辦法可申請之款項包括：學雜（學分）費、電腦實習費、平安保險費、退撫基金、校內住宿費。代辦費（學生會費、校刊費等）、加選學分費、暑修學分費則不可申請。

Article 3 Payment extension can be requested for tuition/incidental (course) fee, computer usage fee, student accident insurance, pension, and dormitory fee. Handling fee (membership fee of the Wenzao Student Union, student publication fee, etc.), additional course fee and summer vacation course fee are not applicable for payment extension.

第四條 申請緩繳之條件如下：一、經濟困難卻無法辦理就學貸款者。二、保證人一名，需三親等內之親屬。

Article 4 Requirements of payment extension: 1. A student has financial problems and failed to apply for a student loan. 2. One guarantor who is the student’s relative within the third degree of consanguinity is required.

第五條 申請時需備齊之資料：

- 一、申請表（至總務處出納組或進修部總務組索取或上網下載）
- 二、保證人身份證正反面影印本各一張。
- 三、本人及保證人印章。
- 四、無法辦理就學貸款之證明或無法準時一次繳清之證明。

Article 5 Required application documents:

1. Application Form (available at the Cashier Section of the Office of General Affairs, the General Affairs Section of the Division of Continuing Education, or online)
2. One two-sided copy of the guarantor’s ID card
3. The student and guarantor’s stamps
4. Proof of failure to obtain a student loan or payment of the fee in full on time

第六條 申請緩繳者，最多以分二期，每期繳交一半金額為原則；繳交日期明訂於申請書上。

Article 6 Payment can be made in a maximum of two installments. Half of the amount shall be paid for each installment. Payment due date is specified on the Application Form.

第七條 申請緩繳經核准者，應按期繳交費用，若未按期繳交或有其它不配合情事者，日後不得提出緩繳申請。

Article 7 If payment extension is approved, installment payments shall be made on time. In the event of failure to make a payment on time or non-compliance, no payment extension application will be accepted in the future.

第八條 本辦法經校長核定後實施，修正時亦同。

Article 8 The Regulations become effective after being ratified by the President. Amendments must follow the same procedure.