

# NATIONAL SUN YAT-SEN UNIVERSITY

## **Guidelines Governing the Collection and Reimbursement of Computer Facility and Internet Resource Utilization Fees**

Approved by the 10<sup>th</sup> Executive Council Meeting on June 17, 2009, 2<sup>nd</sup> Semester of School Year 97.

- I. National Sun Yat-sen University (NSYSU) considers the pay-per-use principal and stipulated the following guidelines governing fee collection and reimbursement based on The Ministry of Education's "Regulations Governing Charges Made by Colleges and Universities to Students" and "Regulations Governing Refunds for Suspensions or Dismissals" To provide a quality and stable computer and internet usage environment and to process reimbursements for suspensions, dismissals, and mid-term graduations.
- II. The computer facility and Internet resource utilization fees mentioned in the present guidelines include Internet resources and computer software/hardware fees incurred by various units in NSYSU for study and research purposes.
- III. Each student must pay computer facility and Internet resource utilization fees when enrolling for each semester; NT\$300 is charged per person and collected with tuitions.
- IV. Computer facility and Internet resource utilization fees for students applying for suspensions or dismissed students are reimbursed according to the following regulations:
  - A. Students who apply for suspensions or who are dismissed prior to or on the day of enrollment are exempted from paying the fees; students who have already paid the fees prior to the day of enrollment are reimbursed the full amount.
  - B. Students who apply for suspensions or who are dismissed between the day after enrollment and the day before classes start are reimbursed two-thirds of the computer facility and internet resource utilization fees.
  - C. Students who apply for suspensions or who are dismissed after classes have started but during the first third of the semester are reimbursed two-thirds of the computer facility and Internet resource utilization fees.
  - D. Students who apply for suspensions or who are dismissed between the first and second thirds of the semester are reimbursed one-third of the computer facility and Internet resource utilization fees.
  - E. Students who apply for suspensions or who are dismissed after the second third of the semester are not entitled to reimbursements.

- F. Replacement freshmen and transfer students who apply for suspensions or who are dismissed prior to or on the final day of replacement recruitment are reimbursed the full amount.
- V. Students who have applied for suspension during the previous semester, and who apply for suspension for the following semester are exempt from paying the fees.
- VI. The reimbursement of computer facility and Internet resource utilization fees for a graduate or postgraduate student who graduates in the midterm is processed in accordance with Article IV.
- VII. Fees for short-term international students are charged as follows:
  - A. Students who have taken classes for less than a month are charged one-third of the full amount.
  - B. Students who have taken classes for more than one month but less than three months are charged the full amount.
  - C. Students who have taken classes for over (including) three months are charged the full amount.
- VIII. Baseline date calculations and the reimbursement procedure are processed in accordance with National Sun Yat-sen University's "Reimbursement Regulations for Students Leaving the University."
- IX. The present guidelines shall be implemented following approvals of executive council meetings. The same procedure shall be carried out when amendments are to be made.