

# 銘傳大學學生加退選補繳(退)費通知

中華民國 113 年 4 月 1 日

- \* 依據本校電腦實習費(網路資源使用費)收費及退費規則規定，學生均需繳交電腦及網路通訊使用費。
- \* 凡修讀語言相關課程者，須繳交語言實習費。修讀教育學程課程者，應繳交修課費用。
- \* 已辦理加退選之研究所在職專班學生，應補繳(退)學分費。

## 一、繳費：

1. 日期：自即日起至 113 年 4 月 15 日止。
2. 繳款方式：
  - (1) 櫃檯繳納：持繳費單至台北富邦銀行、郵局或超商繳款。
  - (2) ATM 轉帳。
  - (3) 信用卡繳費。

## 二、退費：

1. 日期：4 月 22 日匯款撥存入學生領款銀行帳戶。
2. 凡可領取退費學生，請於 4 月 15 日前上網填寫或確認領款銀行帳號，其步驟：進入「學生資訊系統」，點選「學生領款銀行帳號」。

## 三、注意事項：

1. 依據學生選課辦法規定，凡未在規定期限完成繳費者，該科目視同退選，不列入學期成績計算。
2. 欲查詢「補繳費資料」，4 月 9 日起可登入「學生資訊系統」→「繳費/領款」→「查詢/列印各項繳費單」，再登入學號後，即可查出個人應補繳費金額。
3. 若對加退選補繳(退)費有任何疑問，請於規定補繳(退)費時間前，洽總務處出納組(分機 2250)。



# Ming Chuan University Fee Adjustment Notice for Adding and Dropping Courses

April 1, 2024

- \* In accordance with the regulations of Computer Lab Fee (Network Resource Fee), all students must pay the Computer & Internet Communication Fee.
- \* Students who take language-related courses must pay Language Lab Fee. Students who take teacher education-related courses must pay Teacher Ed Program Fee.
- \* Students in the Master's (Program) Executive Class Section who have completed adding or dropping courses must pay any adjusted amount or receive a refund for Credit Hour Tuition.

## I. Payment

- A. Date: From now to April 15, 2024.
- B. Payment
  1. Payment with Fee Invoice at Taipei Fubon Bank, Post Office or Convenience Stores.
  2. Transfer at ATM.
  3. Payment via credit card.

## II. Refund

- A. Date: Refunds will be transferred to students' bank accounts on April 22, 2024.
- B. Students who are eligible to receive a refund must input or confirm the account number online before April 15, 2024.

## III. Other Matters of Importance

- A. In accordance with the Procedures for Course Selection, students who do not pay their fees within the stipulated period will be seen as having dropped the course and grades will not be issued for the semester.
- B. Students who wish to view Fee Adjustment Data may log in to the Student Information Network from April 9, 2024. After logging in, students are requested to select "Itemized Fees Query/Print" under "Fees Query" and key in your Student ID No. to look up personal fee adjustment data.
- C. Students are requested to contact the Bursar (Ext: 2250) in the General Affairs Division before the end of the stipulated period with any questions about fee adjustment related to adding and dropping courses.

General Affairs Division

