

NCCU Registration Notice

To: Undergraduate, graduate, and post-graduate students of all departments and institutes

cc: All schools, departments, institutes, sections, offices and centers

Objective: Description of procedures for registering for the spring semester of the 2012 academic year; please register according to the policies described below.

Description:

I. Registration

Please complete the following steps for registration before February 24, 2012(Friday)	<ol style="list-style-type: none">1. Please pay tuition before the deadline as stipulated in the "Regulations for Paying Tuition." Your full tuition statement can be downloaded from the following webpage: http://www.firstbank.com.tw/eportal/fcbweb/tuition.jsp2. Those applying for student loans do not need to pay the tuition at First Commercial Bank. You do, however, need to complete the student loan application process (which includes submitting the application). If you have already applied for service of automatic withdrawal from your account, please ask the bank to cancel this service as soon as possible so that the amount for tuition is not withdrawn from your account.	<ol style="list-style-type: none">1. Please direct any questions to the Cashier Section2. Please direct any questions to the Life Guidance and Overseas Chinese Student Advising Section and read descriptions in attachment in detail.
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※Your registration will be processed as a late entry after the following deadlines according to Article 13 of the school policies.
According to Article 13 of the school policies students should pay all fees and complete all the procedures detailed on the Registration Notice before the announced deadline. Late registration will be handled as follows:

1. For registration completed within three days after the deadline: A fee of NTD 100 will be added for registration forms that are turned in one day late; two days late, NTD 200; and three days late, NTD 300.
2. For registration completed 4 to 7 days late, a late fee of NTD 500 will be applied.
3. For registration completed 8 to 12 days late, a late fee of NTD 1,000 will be applied.
4. For registration completed 13 days after the deadline or later – but not over a third of the semester – a late fee of NTD 1,500 will be applied.
5. If you have not completed registration by the date that marks the completion of 1/3 of the semester you should request the suspension of schooling. With the exception of extenuating circumstances, if you do not request the suspension of schooling and have received due notice, your studies will be discontinued.

II. Course Selecting and attending classes: (Registration Section: Tel. 02-29393091 x63279).

1. Course selection for spring 2012 will be conducted via the online course selection system.
2. Starting on December 22, 2011, students may go to the webpage to look up available courses and other related information which can be downloaded and will be announced later in Instruction Resources Section and each departments.
3. First initial course selection for spring 2012 is from **January 16, 2012 to January 18, 2012.**
The second initial course selection for spring 2012 is from **February 6, 2012 to February 8, 2012**
4. The add-drop course for spring 2012 is from **February 20, 2012 to February 29, 2012.**
5. Classes formally begin on **February 20, 2012** (Monday).

III. Payment policy (Cashier Section: Tel. 02-29393091 x 62119 - 62123, 62125 – 62127, 62172-62173).

Payment: Stage I, before February 24, 2012 (Friday)

1. Starting on January 20, 2012, you may go online to the currently enrolled students section of the NCCU webpage – click on the link for tuition info. Between January 2 and January 9, please visit the NCCU webpage for currently enrolled students – click on the link for personal info. To check whether your mailing address is correct. If incorrect, make the necessary changes. If any other information is incorrect, you will need to contact the office in charge (for example, Student Housing Service Section is responsible the dormitories; OIC and the Office of Life Guidance and Overseas Chinese Student Advising Section are responsible for insurance for foreign and overseas Chinese students respectively.)
2. Between **February 1 and February 24, 2012**, overseas Chinese students can pick up their tuition statement from the Office of the Cashier. **Foreign students enrolled will need to pick up their tuition statement from their respective department or graduate institute.** For all other students, the tuition statement will be sent to your mailing address on **February 1, 2012.** Starting January 20, 2012, students can also go to the website of First Commercial Bank <http://eschool.firstbank.com.tw/member/index.aspx> to download and print their tuition statement.
3. Students can take their tuition statement to any branch of First Commercial Bank in Taiwan to pay tuition. You also have the options of automatic withdrawal, telephone voice transfer, wire transfer via online banking, and payment taken from the IC account of your student ID. For detailed information please refer to your tuition statement. No matter what form of payment you use, please take good care of your receipt so that you can procure it upon request (students that want a refund should pay tuition at the First Commercial Bank counter).
4. Students that register late will need to take their tuition statement to the Office of the Cashier to pay tuition and late fees. EMBA students that register late will need to contact the EMBA office (ext. 65696).

Payment: Stage II, before April 13, 2012 (Friday)

1. The students below should pay additional fees per credit hour after the add-drop period according to school policy:
 - (1) Undergraduate students with a minor and/or enrolled in a special program (※**If the department has expanded the number of courses for minor programs but you are unable to attend the class and selects a corresponding course in the regular program, you must still pay the per-credit fee.**)
 - (2) Undergraduate students extending their studies beyond the 4-year program with nine credits or less per semester
 - (3) Master's and Ph.D. students that are enrolled in Master's, Ph.D. and undergraduate courses
 - (4) Undergraduate students that retake a required course two or more times will need to pay for the course per credit hour.
2. Any student enrolled in an English listening course or other related courses that require long-term usage of the language lab will be required to pay the language lab equipment fee according to regulations.
3. Undergraduate students extending their studies beyond the 4-year program with more than 10 credits per semester will be required to pay the entire amount for "additional school fees".
4. **You can verify and download the Stage II tuition statement online from March 23 to April 13, 2012. This statement can also be obtained from your department office on March 28, 2012.**
5. Stage II payment follows the payment procedure detailed in Item 3 of Stage I
6. **If the per credit fees are not paid on time, you will receive a grade of zero in these courses.**

※Undergraduate students that are unable to graduate on time and remain on campus to complete the required number of credits should pay the insurance and IT equipment fees during Stage I of tuition payment (Students who pay fees late will be disciplined by the regulation of Registration Section), and then pay the per credit fees and additional school fees during Stage II.

IV. Procedure for resuming studies:

Students whose hiatus or enrollment status is about to expire should follow the procedures to resume studies at NCCU. You will need enroll, pay tuition and select the required number courses to successfully complete resumption of studies according to regulations.

Appendix: Other departmental policies

I. Life Guidance and Overseas Chinese Student Advising Section (LGOCSAS) - Administration Building, 3rd Floor

1. Policy for tuition refunds when requesting a leave of absence / terminating studies (Contact: 02-29393091 x62227)

- (1) Before the deadline to pay for the tuition, currently enrolled students that request a leave of absence or termination of studies do not need to pay the additional school fees. Newly enrolled students that request a leave of absence or termination of studies need to bring their First Commercial Bank or Taiwan Post account information to the Cashier Section so that they can wire the refund into the right account. Apart from inquiries about tuition refunds, other questions about the procedures for leave of absence and terminating studies can be directed to the Admissions Section of the Office of Academic Affairs at extension 63279.
- (2) When requesting a leave of absence or terminating studies, LGOCSAS is responsible for starting the refund process. The Cashier Section then transfers the refund directly into your account. Students should not go to the LGOCSAS to process their refund.
- (3) Students that complete the process for leave of absence or termination of studies before the deadline for paying tuition will receive a full refund of the additional school fees. Students that complete the process for leave of absence or termination of studies one day after the deadline for paying tuition, up to the day that marks one-third completion of the term, will be refunded two-thirds of the additional school fees. Students that complete the process for leave of absence or termination of studies after the day that marks one-third completion of the term up to the day that marks two-third completion of the term, will be refunded one-thirds of the additional school fees. Students that request a leave of absence or termination of studies after the day that marks two-third completion of the semester are not refunded additional school fees (no exceptions).

2. Overseas Chinese students, please contact the LGOCSAS -Administration Building, 3rd Floor (Contact: 02-29393091 x63013)

- (1) Overseas Chinese students enrolled at NCCU should take note of the following: any overseas Chinese student who does not apply for an overseas Chinese visa before the deadline, does not register an address or change of address before the deadline, overstays his/her visa, or does not carry his/her passport or ARC at all times will be dealt with according to the Immigration Law. Students should pay special attention to issues that concern their vital interests as alien residents in Taiwan.
- (2) After reading this notice overseas Chinese students with a Taiwan ID should bring a copy of the ID to LGOCSAS before enrolling for classes to confirm their status.

II. Student Housing Service Section - Administration Building, 3rd Floor

1. Dormitory Regulations (Contact: 02-29393091 undergraduate ext. 62222; graduate ext. 63251)

- (1) Students who currently live in the dormitory until new semester can stay for the winter vacation period and no extra dormitory fee is required. Dormitory fee for the new semester shall be paid at the same time as your tuition fee. Graduate students are limited to a dorm stay of four semesters. Ph.D. students are limited to a dorm stay of eight semesters. Counting begins with the semester when you are approved to live in the dorms. Graduate students may not re-apply for the dorms once they reach the maximum duration of stay.
- (2) Dormitory move-in date:
Currently enrolled undergraduate students may start moving in on February 1, 2012.
Graduate students may start moving in on February 5, 2012.
- (3) Enrolled students with a dorm assignment that wish to cancel their assignment or move out of the dorms should go in person to the Student Housing Service Section and show their student ID. The refund policy is based on the regulations set down by the Student Housing Service Section. Please request your cancellation as early as possible so that students on the waiting list can be assigned a dorm bed promptly. You will only receive a partial refund of the dorm fee if your cancellation is received after the deadline.
- (4) Students that have come to the end of the dorm semester limits, or those who want to cancel their dorm application for the following semester, must follow the procedures set by the regulations in the NCCU Dormitory Counseling and Management Policy and the NCCU Residence Hall Deposit Policy, so that the tuition bill for next semester can be updated and the dorm fee/deposit can be refunded. If you do not submit a request to move out of the dorms according to these regulations, the deposit will not be refunded.
- (5) New undergraduate and graduate dorm residents are required to attend the fire prevention workshop. Students that fail to attend the workshop will be given 8-10 penalty points according to the Dormitory Management Guidelines. Anyone that accumulates 10 penalty points will be asked to move out of the dorms.

2. Apartment listings – information and services (Contact: 02-29393091 x66020 or 29387167)

- (1) For house rental information (including lease, house rental info monthly), please come to Student Housing Section or visit our website at <http://osa.nccu.edu.tw/en/>
- (2) Webpage for apartment listings near campus: <http://osa.nccu.edu.tw/~dorm/info/luckhome.php>
- (3) You can ask the Student Housing Service Section for assistance in resolving problems with your apartment or conflicts with the landlord.

III. Office of International Cooperation - Administration Building, 8th Floor

Foreign students please contact the Office of International Cooperation (Contact: 02-29393091 ext. 62566)

Currently enrolled foreign students should take note of the following: any foreign student who does not apply for a visitor or resident visa before the deadline, does not register an address or change of address before the deadline, overstays his/her visa, or does not carry his/her passport or ARC at all times will be dealt in according with to the Immigration Law. Students should pay special attention to issues that concern their vital interests as alien residents in Taiwan.

Once the foreign students holding the ARC with the “study purpose” request a leave of absence, terminate studies, or graduate from NCCU, their ARC will be canceled. The students will be asked to leave the country within 10 days after receiving the official letter of administrative act from National Immigration Agency.