

自费留学生退费规定

Refund Policy for self-sponsored International Students

1. 留学生学习期间经批准休学，休学期间的学费不退，复学后可以延续使用。

For suspension of schooling: if the international student's suspension has been approved, the tuition will not be refunded during the suspension period. The tuition will be for the period of go back to school.

2. 被批准退学或注销学籍的学生，根据其离校手续完成的时间可申请按下列标准退学费：离校时间在学期注册日以前，100%退费；离校时间在学期开始 30 日内，退学费的 50%；离校时间在学期开始 30 日后，学费不予退还。

For dropout: if the international student's dropout application has been approved, the refund will follow these rules:

注：学期开始日指校历上每学期第一周的星期一，离校日期以离校手续完成的日期为准。

3. 学生要保管好缴费单据，退费时须交回原始收据，否则不予办理退款手续。

International student must keep the original invoice,

and return the original invoice for the refund. Without the original invoice, refund is not possible.