

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。

The tuition fee will not be refunded if the student is suspended during the period of study. The tuition fee can be extended after the resumption of study.

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。

The student who has been approved to withdraw or cancel his/her enrollment may apply for tuition refund according to the following criteria: if the dropping out date is earlier than the semester registration date, 100% of the tuition fee will be refunded; if the dropping out date is later than the semester registration date but within 30 days of the semester registration date, 50% of the tuition fee will be refunded; tuition fees are not refundable after 30 days from the start of the semester registration date.

注：学期注册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。

The semester registration date refers to the very first Monday of the semester in university academic calendar. The dropping out date refers to the date on which the dropping out procedure is done.

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

4. 报名费不予退费。

Application fee will not be refunded.