

山东师范大学国际学生新生交纳学费政策说明 (限自费生)

Instructions on Tuition Payment for New International Students of Shandong Normal University (For Self-Funded Students Only)

一、新生学费交纳(Tuition Payment for New Students)

1、符合山东师范大学录取条件的自费申请人在收到电子预录取通知书及本协议后 10 个工作日内按相关要求完成学费支付。如超过 20 个工作日未操作者，视为放弃入学。

Self-funded applicants who meet the admission requirements of SDNU shall complete the tuition payment in accordance with relevant requirements within 10 working days after receiving the electronic Pre-admission notice and this agreement. Failure to do so within 20 working days shall be deemed as waiver of admission.

2、付费方式(Payment Methods)

1) 银行卡付款(Bank Card Payment)

项目 Program	海外汇款 (Overseas Remittance)	国内汇款 (Domestic Remittance)
银行名称 Bank Name	中国银行济南舜耕支行 BANK OF CHINA JINAN SHUNGENG SUB-BRANCH	中国建设银行山东济南文化东路支行 China Construction Bank, Jinan Wenhua East Road Sub-Branch, Shandong Province
单位名称 Account Name	山东师范大学 Shandong Normal University	山东师范大学 Shandong Normal University
银行账号 Account No.	211707892147	37001618802050012321
银行代码 SWIFT CODE	BKCHCNBJ51B	—
地址 Address	—	中国济南市历下区文化东路 88 号 No. 88 Wenhua East Road, Lixia District, Jinan City, P.R.China

2) 微信支付(WeChat Payment)

你可以登陆微信，关注“山东师范大学财务处”公众号，登录账号并进行

缴费。（详情可见微信缴费指南）

You may log in to WeChat, follow the official WeChat account “Financial Department of Shandong Normal University”, log in to your account and complete the payment. (For details, please refer to the WeChat Payment Guide.)

注意(Notes):

1) 请尽量在中国境外汇人民币至以上银行账户，国际汇款请汇金额相当的美金。

Please remit RMB to the above bank accounts from outside China as much as possible; for international remittances, please remit the equivalent amount in US dollars.

2) 汇款时，请注明：申请单号+护照姓名。

Please indicate your Application Number + Full Name as in Passport in the remittance remarks.

3) 缴费完成后，请将支付凭证截图或者彩色扫描件提交至我校申请系统，经我校确认预付成功后，发放正式录取材料。

After completing the payment, please submit a screenshot or color scan of the payment receipt to our university's application system. Official admission documents will be issued only after the university confirms successful advance payment.

二、退费 (Tuition Refund)

已成功预付学费，并满足以下情形的申请人，可申请退还预付学费。

Applicants who have successfully paid the tuition in advance may apply for a refund under any of the following circumstances:

A 学校取消专业(Program Cancellation by the University)

如果学校在学生确认录取通知书之后取消该专业，按我校实际到账金额退还学费。

If the university cancels the program after the student confirms the admission notice, The tuition shall be refunded based on the actual amount received by the university.

B 签证申请失败(Failed Visa Application)

请提交使领馆正式的签证申请失败证明，在报到截止日前向学校书面递交退费申请书，按我校实际到账金额退还学费。

Applicants shall submit an official visa refusal letter issued by the embassy

or consulate, and file a written refund application with the university before the registration deadline. The tuition shall be refunded based on the actual amount received by the university.

C. 已录取但未能如期到校报到(Admitted but Failed to Register on Time) 请于报到截止日期前向学校递交退费申请书，按我校实际到账金额退还学费。

Applicants shall submit a written refund application to the university before the registration deadline. The tuition shall be refunded based on the actual amount received by the university.

注：退费过程中的汇率差和手续费由申请人承担，以当天汇率结算。

Note: Any exchange rate differences and handling fees incurred during the refund process shall be borne by the applicant, and the settlement shall be made at the exchange rate of the day.

三、退费手续(Refund Procedures)

符合退费政策的申请人，可按以下流程提交退费申请：

Applicants eligible for a refund may submit their applications in accordance with the following procedures:

本人填写退费申请书（参照模板），递交书面申请，同时提供佐证材料，清单如下：

Fill out the refund application form in person (refer to the template), submit a written application, and provide supporting documents as listed below:

- ▶ 护照复印件(Copy of passport)
- ▶ 付款人姓名(Payer' s full name)
- ▶ 付款人银行卡卡号(Payer' s bank card number)
- ▶ 付款人开户银行信息(Payer' s bank account information)
- ▶ 支付凭证原件扫描件(Original scan of payment receipt)
- ▶ 其他（使领馆官方签证申请失败证明等）(Other documents (e.g., official visa refusal letter issued by embassy or consulate))

完成退费流程至少需要 90 个工作日，请知悉。

Please note that the entire refund process takes at least 90 working days.

四、山东大学保留对以上协议条款的修订权和解释权。

SDNU reserves the right to revise and interpret the terms of this agreement.

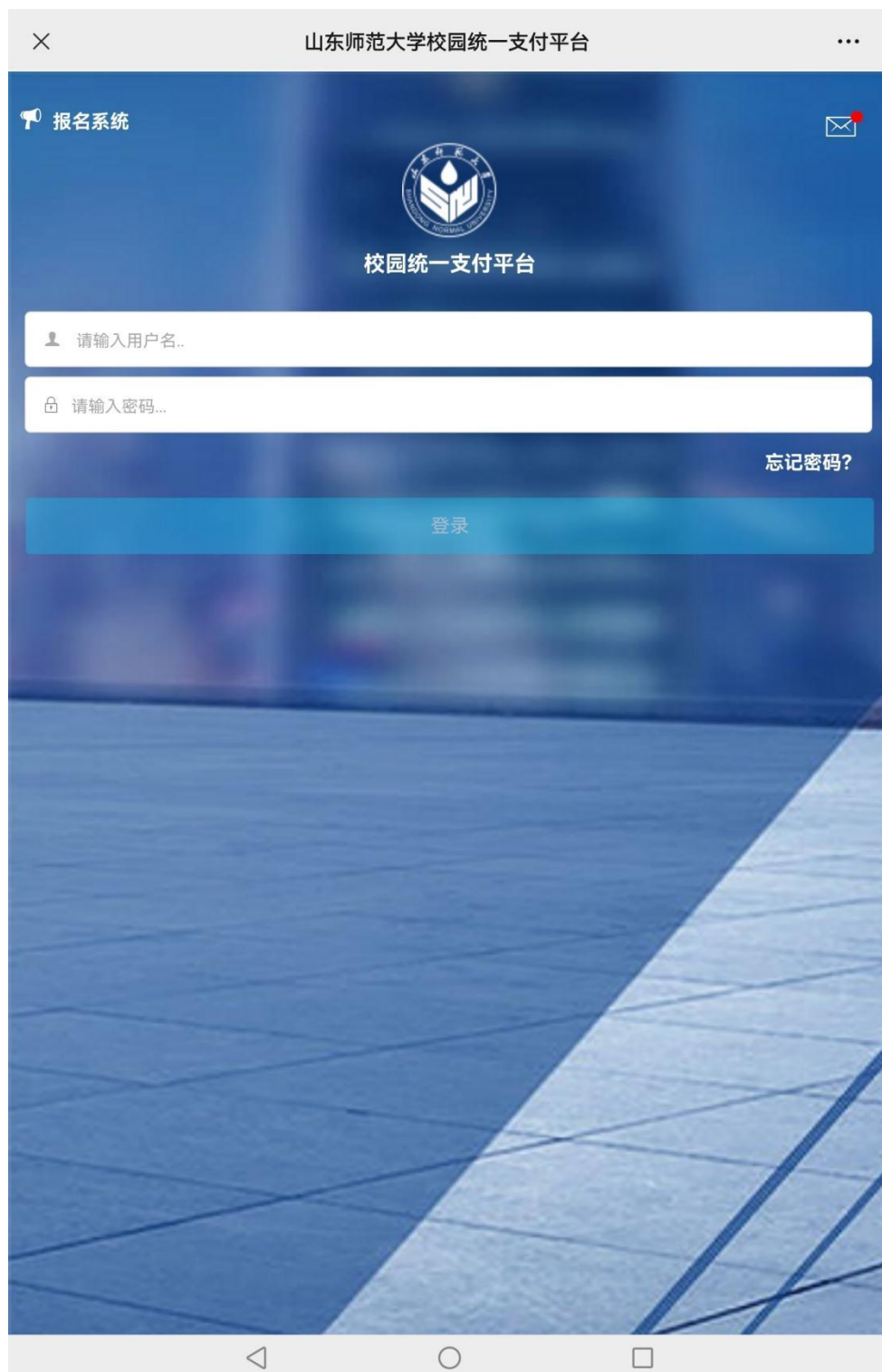
微信缴费指南 WeChat Payment Guide

第一步：关注微信公众号“山东师范大学财务处”，点击“缴费平台”——“学生缴费”；

Step 1: Follow the wechat public account “Financial Department of Shandong Normal University”, click “payment platform” - “student payment”;



第二步：输入用户名（护照号码）和密码（000000），点击登录；
Step 2: Enter the user name (your passport number) and password (000000) and login;



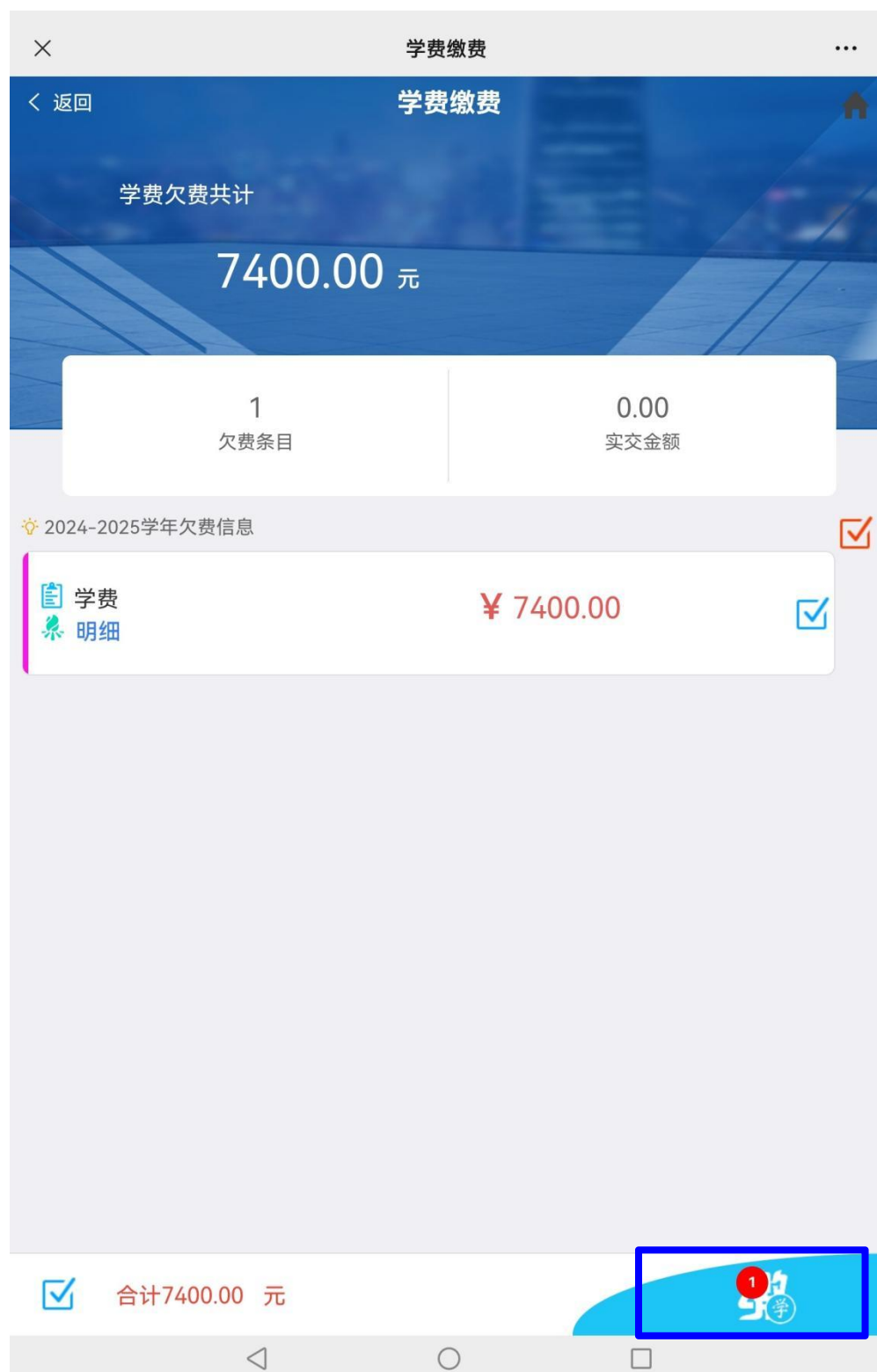
The screenshot shows a mobile application interface for the 'Shandong Normal University Campus Unified Payment Platform'. The title bar at the top reads '山东师范大学校园统一支付平台'. The main content area has a blue background with the university's logo and the text '校园统一支付平台'. Below this, there are two input fields: '请输入用户名..' (Please enter username..) and '请输入密码...' (Please enter password...). A '忘记密码?' (Forgot password?) link is located to the right of the password field. A large blue button labeled '登录' (Login) is positioned below the input fields. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps icons.

第三步：点击“学宿费待缴”；
Step 3: Click “Tuition to be paid”;




第四步：点击右下角蓝色标志；

Step 4: Click the blue logo in the lower right corner;



第五步：点击确认支付；
Step 5: Click “Confirm payment”;



支付平台


取消

付款人: [REDACTED]

手续费: 0.00 元

交易金额: 7400.00 元

选择支付方式

光大银行聚合支付 

确认支付 7400.00元



第六步：选择支付方式，点击支付。

Step 6: Select payment method and click Pay.

收款单位	山东师范大学
缴费项目	山东师范大学收费
订单编号	[REDACTED]
订单金额	7,400.00元
支付方式	
<input checked="" type="checkbox"/> 微信支付	<input checked="" type="radio"/>
<input type="checkbox"/> 支付宝支付	<input type="radio"/>
去支付	

光大云缴费
Cloud Fee Payment

第七步：支付完成,上传截图支付凭证，并标注护照号码+姓名。

Step 7: Payment completed. Please upload the screenshot of the payment receipt, and indicate your passport number and full name.