

# 温州肯恩大学办公室文件

温肯大办〔2016〕4号

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## 温州肯恩大学办公室关于印发 《温州肯恩大学学生相关收费管理细则》的通知

各部门：

《温州肯恩大学学生相关收费管理细则》已经校领导同意，现予印发。

温州肯恩大学办公室

2016年4月1日

# 温州肯恩大学收费管理实施细则

为贯彻落实《温州肯恩大学学杂费暂行管理办法》，明确学校收费管理程序和学杂费收退费计算方法，特制定本办法。

## 一、学费

（一）学费按学年计算收取，学生须于每学年秋季学期开学日起两周内缴纳。

（二）财务部负责办理学费收缴、核对汇总缴费数据并及时向学校其他相关部门传递数据。

（三）学费缴费截止日过后，财务部把未缴费学生名单提交教务部、学生事务中心、职业发展中心，请求上述部门依据学校学费住宿费管理规定，对这些学生采取财务控制措施（Financial Hold），并同时发邮件通知学生。因学费未缴引起的财务控制措施将影响学生的学籍注册、成绩单、奖学金评定以及校际交流活动，即在财务控制措施生效期间，学生不能继续参加所选课程学习，不能得到学校的成绩单及在读证明，不能参加学校奖学金及其他奖励评定，不能参加学校组织的校际交流活动（如海外交流学习项目等活动）。

（四）补缴学费后，学生可凭相应的付款依据（如刷卡回单、银行缴费回单、网银缴费回单打印件等）至教务部、

学生事务中心、职业发展中心，上述部门据以恢复学生的学籍注册和其他权利资格。财务部定期汇总补缴学生名单抄送上述部门核对。

（五）为方便计算退费和应补缴的金额，根据省物价局相关文件精神，额定的常规学年学费按一学年 10 个月计算每月学费。该每月学费仅用于退费及应补缴学费的计算依据，不代表我校学费按月计收。财务部根据学生实际学习时间，计算应退和应缴学费。

（六）在符合《温州肯恩大学学杂费暂行管理办法》退费规定的情况下，财务部根据学生实际学习时间计算应缴学费，退回本学年剩余学费。

1、退学、转学，以及休学或参加海外交流学习项目至本学年末

在退费操作中，休学与海外交流学习项目计算应收学费的原理相同。实际学习期间起点日为校历秋季学期开学日，截止日为休退学起始日（海外交流学习项目学生以学生职业发展中心提供的海外学校学习开始日期为准，其余学生以学籍变动申请单上注明的日期为准）。实际学习期间以 30 天折算为一个月，不足 30 天的按一个月计算。计算举例如下：

常规年学费：4.5 万元，折算每月学费 4500 元。假定当年校历学年为 9 月 1 日至次年 6 月 30 日。学生 A 申请从 12 月 1 日起休学至本学年末，则其实际在读期间为 9 月 1 日至 12 月 1 日（计头不计尾），共计 91 天，折算为 4 个月，应收学费为  $4500 \times 4 = 18000$  元，应退学费  $45000 - 18000 = 27000$  元。

2、休学或海外学校交流不跨学年，本学年结束前返校分段计算实际在学时间，加总后折算为月，具体例子如下：

1) 学生 B 申请休学，休学期间为 10 月 20 日至次年 3 月 10 日。则本学年实际在学时间为 9 月 1 日-10 月 20 日(计头不计尾)及 3 月 10 日-6 月 30 日(计尾不计头)两段时间相加，共 161 天，折算为 6 个月，应缴学费为  $4500*6=27000$  元，应退学费为 18000 元。

2) 学生 C 赴美国肯恩大学交流学习，根据美肯校历，学习期间为 1 月 10 日至 5 月 20 日。则该生本学年实际在学时间为 9 月 1 日-次年 1 月 10 日(计头不计尾)及 5 月 20 日-6 月 30 日(计尾不计头)两段时间共计 172 天，折算为 6 个月，应缴学费为 27000 元，应退学费为 18000 元。

(七) 学生休学期满复学或海外交流学习项目结束返回继续学业的，应在返校日起两周内补缴学费。休学学生返校日以教务部提供数据为准，海外交流学习项目学生返校日以职业发展中心提供的数据为准。教务部于学生返校登记后、职业发展中心于海外交流学习时段确定后将包括学生姓名、年级、学号、返校日期(或在海外学校学习起讫日期)的信息书面提交财务部，以便财务部及时计算应缴学费和通知学生缴费。复学学生该学年实际在学时间为返校日至校历学年结束日，举例如下：

假定当年校历学年为 9 月 1 日至下年 6 月 30 日，其中 2 月份为 28 天。学生 D 上学年休学后，本学年 9 月 25 日返校，

实际在学期间为 9 月 25 日至 6 月 30 日（头尾都计），共计 279 天，折算为 10 个月，全额收取当年学费。

（八）除《温州肯恩大学学杂费暂行管理办法》及本细则所明确的休学、退学、转学、海外交流学习项目等情况，其他原因一律不退学费。

## 二、住宿费

（一）住宿费按学年计算收取，学生须于每学年秋季学期报到日起两周内缴纳。

（二）住宿费缴费截止日过后，财务部汇总超期未缴纳住宿费的学生名单，报送后勤与资产部、职业发展中心及学生事务中心，启动财务控制措施，并发邮件告知学生。因住宿费未缴引发的财务控制措施下，后勤与资产部在收到通知 48 小时内暂停未缴费学生一卡通授权，职业发展中心暂停这些学生参加校际交流活动资格，学生事务中心暂停学生参评奖学金和其他奖励资格。

（三）被暂停一卡通授权的学生可向后勤与资产部申请两日临时授权，并于两日内缴清住宿费。若已缴清住宿费，学生可凭相应的付款依据（如刷卡回单、银行缴费回单、网银缴费回单打印件等）至后勤与资产部恢复一卡通授权，至其他相关部门恢复其他权利资格。财务部定期汇总补缴学生名单抄送上述相关部门核对确认。

（四）住宿费退费、补缴政策及计算方式与学费相同。退宿日和返校入住日以学生事务中心提供的数据为准。

（五）除《温州肯恩大学学杂费暂行管理办法》及本细

则所明确的休学、退学、转学、海外学习交流项目等情况，其他原因一律不退住宿费。

（六）因特殊原因确需住在校外的，应在当年缴费前向学生事务中心提出申请，经分管财务的校领导审批后，可不缴纳住宿费。当年缴费以后，即使获批不住宿，也不再退还住宿费。

### 三、代收费

（一）代收费包括教材费、全国大学生英语等级考试和计算机等级考试按规定应缴的考试费、以及其他学校出于为学生提供方便的目的进行代收代付的费用。

（二）教材费根据学生在图书馆系统确认订购的书本，由图书馆生成相应收费名单提交财务部，财务部据以执行代收。学生应于图书馆规定的缴费期限内完成教材费缴费。截止日期后，财务部关闭缴费通道，并将未缴费名单抄送图书馆，图书馆据以取消学生书本订单。

（三）考试费由业务执行部门向学生说明缴费依据、金额和期限，将收费学生名单提交财务部，财务部据以执行代收。学生应在业务部门规定的期限内缴费，截止日期后，财务部关闭缴费通道，并将未缴费名单抄送业务部门。

（四）其他代收代付项目参照上一条流程执行。

### 四、其他事项

（一）各项费用可通过平安银行柜台、网上缴费链接以及刷卡缴费三种渠道进行缴纳。

（二）因家庭经济困难或其他原因不能按期缴纳学费或

住宿费的学生，须在缴费截止日前向学生事务中心提交延缓或分期缴费书面申请，经学生事务中心审核、分管财务学校领导审批同意后可以缓缴，缓缴期内不影响学籍注册和其他权利资格。缓缴审批单应由学生在截止日期前提交财务部备案，以免财务部在未知情况下发起财务控制措施，影响学生正常学习和校园生活。

### （三）咨询和申诉：

（1）关于缴费过程中遇到的技术问题或费用计算、缴费状态查询问题等请联系财务部 55870511；

（2）关于学籍注册、考试费等问题请咨询教务部 55870167；

（3）关于住宿套型及费用标准问题请咨询学生事务中心 55870125；

（4）关于教材费征订等问题请咨询图书馆 55870921；

（5）关于一卡通授权等问题，请咨询后勤与资产部 55870922；

（6）对学校收费政策的意见反馈请书面具名提交财务部，财务部根据意见性质提交校领导决策。

（四）本细则颁布即日起生效。颁布前的学费和住宿费退费补缴金额不作追溯调整。

## **Implementation Rules of Interim Policy on Tuition and Fees**

This document is compiled in compliance with “Interim Policy on Tuition and Fees (Modified Version 2016)”, and to specify procedures of calculation, collection and refund of tuition and fees.

### **I .Tuition**

**1.1.**Tuition is charged on academic year basis. Students should pay their tuition within two weeks after the school opening day of each fall semester.

**1.2.**Office of Financial Services is responsible for collecting the tuition, checking the data summary, and reporting relevant data to other departments of the university as appropriate in a timely manner.

**1.3.**After the tuition payment deadline, Office of Financial Services should submit a name list of overdue tuition to Registrar’s Office, Student Affairs and Students Career Development to initiate a Financial Hold on those students’ accounts in accordance with the “Interim Policy on Tuition and Fees”, and meanwhile notify those students via email. A Financial Hold resulting from overdue tuition has an impact on students’ registration, issuance of transcript, scholarship and other awards, and intercollegiate exchange activities, which means during the Financial Hold, a student is not permit to remain in the courses he/she has registered for, or obtain an official transcript or certification of enrollment from the Registrar’s Office, or apply for scholarship and other awards, or participate in intercollegiate exchange activities organized by the university (such as Study Abroad Program).

**1.4.**Student should present payment receipts (such as credit card receipt, bank payment receipt, or online banking payment receipt etc.) to the Registrar’s Office, Student Affairs and Students Career Development after they pay the overdue tuition



so that the above departments can remove the restrictions on the students' registration and other rights. Office of Financial Services shall send the details of those payments to the above departments on a regular basis to ensure that all data are updated in time.

**1.5.**The regular tuition charged for an academic year is assumed to cover the length of 10 months so as to facilitate calculation of refundable or outstanding tuition, per the regulations made by the provincial Price Administrations. The monthly rate calculated according to the assumption described above is only for the purpose of obtaining a calculation basis of tuition refund and outstanding tuition in certain occasions, but does **NOT** mean the regular tuition is actually calculated and paid by month. Office of Financial Services calculates refundable or outstanding amount according to the actual length of a student's enrollment.

**1.6.**When an occasion occurs which is stipulated in "Interim Policy on Tuition and Fees", Office of Financial Services shall calculate the tuition payable according to the actual length of the student's enrollment and refund the student the remaining balance for the current academic year.

**1.6.1.**Drop-out and transfer, or participation in the Study Abroad Program organized by the university or suspension till the end of the current academic year

Study Abroad Program and suspension follow the same calculation principle in terms of tuition refund. The starting date of actual enrollment period is the opening day of the fall semester as the academic calendar specifies, and the ending date is the day of suspension or termination of enrollment (dates provided by Students Career Development are adopted for the students of Study Abroad Program, and dates specified on the *Application Form of Changes of Enrollment Status* are adopted for the other students). The length of the chargeable period is converted from days to months, by dividing the number of days by 30 and rounding up the result. For

example:

Regular tuition: RMB45,000 yuan/academic year, that is, 4,500 yuan/month. The academic year is assumed from September 1<sup>st</sup> to the following June 30<sup>th</sup>. Student A applies for suspension starting from December 1<sup>st</sup> to the end of the academic year. His/her actual enrollment should be from September 1<sup>st</sup> to December 1<sup>st</sup> (including the beginning day and excluding the ending day), that is, 91 days in total, converted to 4 months. The chargeable tuition should be  $4,500 \times 4 = 18,000$  Yuan and the refundable amount should be  $45,000 - 18,000 = 27,000$  Yuan.

**1.6.2.** Suspension or study abroad within the current academic year, returning to school by the end of the academic year

The actual length of enrollment should be calculated by adding up days before the suspension and after returning to school and then converted to months. For example:

a. Student B applies suspension for the period from October 20<sup>th</sup> to March 10<sup>th</sup>. His/her actual enrollment periods should be from September 1<sup>st</sup> to October 20<sup>th</sup> (including the beginning day and excluding the ending day) and March 10<sup>th</sup> to June 30<sup>th</sup> (excluding the beginning day and including the ending day), that is, 161 days in total, converted to 6 months. The chargeable tuition should be  $4,500 \times 6 = 27,000$  Yuan and the refundable amount should be 18,000 Yuan.

b. Student C participate in Study Abroad Program at Kean USA for the period from January 10<sup>th</sup> to May 20<sup>th</sup>. His/her actual enrollment periods should be from September 1<sup>st</sup> to January 10<sup>th</sup> (including the beginning day and excluding the ending day) and May 20<sup>th</sup> to June 30<sup>th</sup> (excluding the beginning day and including the ending day), that is, 172 days in total, and converted to 6 months. The chargeable tuition should be  $4,500 \times 6 = 27,000$  Yuan and the refundable amount should be 18,000 Yuan.

1.7. Students should pay the outstanding tuition within two weeks after they are back to school. Dates provided by the Registrar's Office are adopted for suspension students and dates provided by Students Career Development for Study Abroad Program students in calculation of the actual length of enrollment. When a student returns from the suspension, the Registrar's Office shall send in writing the information of the returning student, including name, grade, ID and return date, to the Office of Financial Services. Students Career Development shall do the same, including the beginning and ending dates of the study plan, when the program plan is finalized, thus the Office of Financial Services can calculate the chargeable tuition and fees accordingly and notify the students to pay. The actual enrollment period for the students returning from suspension shall be from the return date to the end of the current academic year. For example:

Assumption: the academic year is from September 1<sup>st</sup> to June 30<sup>th</sup> and February has 28 days. Student D suspended last academic year and returns to school on September 25<sup>th</sup> this academic year. His/her actual enrollment period should be from September 25<sup>th</sup> to June 30<sup>th</sup> (including both the beginning day and the ending day), that is, 279 days in total, converted to 10 months. Full regular tuition should be charged.

1.8. Tuition is not refundable except for termination or suspension of enrollment, or transfer to another university, or participation in Study Abroad Program as specified in "Interim Policy on Tuition and Fees" and its implementation rules.

## **II. Accommodation Fee**

2.1. Accommodation fee is charged on academic year basis. Students should pay their accommodation fee within two weeks after the fall semester begins.

2.2. After payment deadline, Office of Financial Services shall send a name list

of overdue accommodation fee to Logistics and Assets Management, Student Affairs and Students Career Development to initiate a Financial Hold on those students' accounts, and meanwhile notify the students via email. The Financial Hold resulting from overdue accommodation fee shall lead to Logistics and Assets Management suspending the campus card authorization of the students within 48 hours after being notified, Students Career Development withholding these students' qualification for participating intercollegiate exchange activities, and Student Affairs withholding these students' qualification for scholarships or other awards.

**2.3.** Students whose card authorizations are suspended may apply for a temporary two-day authorization and pay the overdue accommodation fee during this period. Student should present payment receipts (such as credit card receipt, bank payment receipt, or online banking payment receipt etc.) to Logistics and Assets Management to remove the suspension on their card, and to other two departments to remove restraints on their relevant rights. Office of Financial Services shall send the details of those payments to relevant departments on a regular basis to ensure that all data are updated in time.

**2.4.** Policy on the calculation of refundable or outstanding accommodation fee is in the same principle as that of tuition. The check-in and/or check-out dates provided by Student Affairs shall be adopted in the calculation.

**2.5.** Accommodation fee is not refundable except for termination or suspension of enrollment, or transfer to another university, or participation in Study Abroad Program as specified in "Interim Policy on Tuition and Fees" and its implementation rules.

**2.6.** Students may apply to live off campus due to special reasons and not pay accommodation fee, but they must apply to Student Affairs and get approval from the member of the university leadership in charge of finance before fee collecting

procedure starts. Once the accommodation fee is paid, it is not refundable even though a student is approved to live off campus.

### **III. Escrow Fees**

**3.1.** Escrow fees include textbook fee, CET examination fee, NCRE examination fee and other escrow fee collected and paid in total to another organization for the purpose of facilitating the students' campus life and study.

**3.2.** Text book fee is collected by Office of Financial Services according to the statement produced by the Library on the basis of students' orders placed in Library system. Students should pay text book fee by the stated deadline. After the deadline, Office of Financial Services shall shut the charging system and send a name list of overdue fee to Library, and Library shall cancel those students' orders.

**3.3.** Examination fees are collected by Office of Financial Services according to the statement produced by the departments handling the organization of the examinations. Those departments shall notify the students of the details of payables and the deadline. Students should pay examination fee by the stated deadline. After the deadline, Office of Financial Services shall shut the charging system and provide a name list of overdue fees to the relevant departments.

**3.4.** Other escrow fees are collected in the same procedure as described in Rule 3.3.

### **IV. Other Matters**

**4.1.** Fee can be paid at a Pingan Bank counter, through online banking or by POS.

**4.2.** Students who cannot pay tuition or accommodation fee in time due to financial difficulty or other special reasons may apply to Student Affairs for a postponement of payment or payment in installments. A students' registration or other

rights shall not be affected if the application is submitted to and reviewed by Student Affairs, and finally approved by the member of the university leadership in charge of finance by the stated deadline. The student should submit the approved application to Office of Financial Services **BEFORE** the deadline to prevent Office of Financial Services from initiating a financial hold without getting the most updated information.

**4.3.Consultation and complaint:**

**4.3.1.**If a student has any technical questions in making payment, or questions regarding calculation and status during payment, he/she may contact Office of Financial Services at 55870511;

**4.3.2.**If a student has any questions regarding registration and examination fees, he/she may contact Registrar's Office at 55870167;

**4.3.3.**If a student has any questions regarding the flat arrangement or amount of accommodation fee, he/she may contact Student Affairs at 55870125;

**4.3.4.**If a student has any questions regarding text book ordering and distribution, he/she may contact Library at 55870921;

**4.3.5.**If a student has any questions regarding campus card authorization, he/she may contact Logistics and Assets Management at 55870922;

**4.3.6.**If a student has any suggestion or complaint regarding the policy and the implementation rules, he/she may submit to Office of Financial Services a written complaint carrying his/her real identity. Office of Financial Services shall forward suggestion or complaints as appropriate to the university leadership for further decision.

**4.4.**These rules take effect immediately. No retrospective adjustment shall be made to refundable/outstanding tuition or accommodation fee that have been settled before this document is issued.