

温州肯恩大学办公室文件

温肯大办〔2016〕3号

温州肯恩大学办公室关于印发 《温州肯恩大学学杂费暂行管理办法》的通知

各部门：

《温州肯恩大学学杂费暂行管理办法》已经校领导同意，
现予印发。

温州肯恩大学办公室

2016年3月30日

温州肯恩大学学杂费暂行管理办法

第一条 为规范教育收费行为，根据《浙江省普通高校园学分制收费管理暂行办法》（浙价费[2005]283号）、《关于高校园学分制收费有关问题的通知》（浙价费[2009]292号）等有关规定及我校合作办学实际情况，特制定本办法。本办法包含学费、住宿费和代管费的计量、收取、退还等规定。

第二条 根据学校培养方案所确定的本科专业总学分，一般情况下均衡地安排在四个学年（部分专业为五年）完成。学费根据物价部门审批结果按学年定额收取，并额定每学期选课学分上限，如果学生因各种原因本学期所选学分超出额定学分的，需要另外缴费。学校按照四学年（部分专业为五年）总学费平均分摊到毕业所要求总学分的原则核算学分学费，用以计算超出额定学分的学费须增缴的金额。学年学费在每学年开学注册时收取，超学分学费按学期计算和收取。

第三条 在校生春、秋学期选课学分每学期均不高于19学分的，当学年仅收取学年学费，超出部分按照“（四年或五年总学费/毕业所需最低学分）*本学期超额学分”的标准计算应增缴超额学分学费。

第四条 转专业、复学等学籍异动学生，异动后按学校教学要求需改、补、退选课程的，应及时按规定办理手续，如该学期最终选课学分超过19学分，收取超额学分学费。

第五条 学生应在规定时限内通过 Kean Wise 及/或 Oracle 系统注册和确认所选课程，注册确认的课程为计收超

额学费的依据。

第六条 学生如果在标准学制年限内未完成学业，可以申请延长学习时间，延时期不再收取学年学费，而是根据所选课程学分，按学分学费标准缴纳学费。学生注册超学分课程后，应在规定时限内补缴超额学分学费。

第七条 学生因各种原因中止、终止学业或转出学籍的，常规学费根据学生实际学习时间，按月计算应交学费，多余部分退还学生；超学分学费在开课两周内全额退还，超过两周不到六周的退 50%，满六周起不再退费。实际学习时间的起始时点为开学日，截止时点为中止或终止学业日，30 天折算为一个月，不足 30 天的按一个月计算，一学年按 10 个月计算。

第八条 每学年开学报到时，学生须在开学 2 周内缴纳学费。逾期未缴者，学校将撤销其课程注册，被撤销课程注册的学生不能继续听课和修习学分。

第九条 学校按照物价部门批准的标准于每学年初收取住宿费，住宿费一年按 10 个月计，假期时间（不含劳动节、国庆节、中秋节等法定节假日短期休假）非当年住宿费涵盖时间。未在规定时限内缴纳住宿费的，学校有权要求学生搬离学生公寓。

第十条 因经济困难要求延迟缴纳学费和住宿费的，须向学校提出申请，经批准后方予注册。

第十一条 学生如逾期未缴学费和住宿费，学校会采取财务控制措施，在学生清偿前不予提供成绩单、在读证明和学历学位证书。

第十二条 课本费等代管费根据学校相关规定代收代付，学生应在规定时限内缴清相关款项，逾期不缴不能享受相关商品或服务。

第十三条 本办法适用于全日制在校学生。

第十四条 本办法自发文之日起生效，原《温州肯恩大学学费和住宿费暂行管理办法》（温肯大校办〔2015〕1号）同时废止。

第十五条 本办法解释权归学校财务部。

Interim Policy on Tuition and Fees

Article 1 This policy is compiled in compliance with the Government Policies such as Interim Measures on Tuition Charges Based on Credit System of Colleges and Universities in Zhejiang (ZheJiaFei (2005) No. 283), Circular on Issues Regarding the Tuition Charge Based on Credit System of Colleges and Universities (ZheJiaFei (2009) No. 292), and also with the Chinese-American partnership taken into consideration. This policy specifies the principles in calculation, collection and refund of the tuition, accommodation fee and escrow fees.

Article 2 Normally the total credits required for the degree as specified in each of the academic program scheme are supposed to be acquired proportionately throughout four years (or five years for some programs). Tuition will be charged at a flat rate throughout the four or five years as approved by the Price Administrations, with the maximum credits covered for each semester. If a student takes more than the maximum number of credits, he/she will be charged for the extra credits. The rate for the extra credits is calculated by dividing the total amount of tuition of the four or five years by the total credits required for the degree. Regular tuition should be paid upon registration at the beginning of each academic year, while the extra-credit tuition should be paid on semester basis.

Article 3 If the students register up to 19 credits in each of the spring and fall semesters during one academic year, they will be charged only the regular tuition. If the students register more than 19 credits in any of the spring or fall semesters, the extra tuition will be charged according to the following equation: (Total regular

tuitions of four or five years/ total credits required for the degree)* extra credits registered = Extra Tuition.

Article 4 Students who transfer to another academic program or return to school from suspension must go through proper procedures to modify their registration of courses for the semester as entailed by the course requirements of the program, and pay extra tuition if their total credits exceed 19 after that modification.

Article 5 Students are required to register and review their registration through Kean Wise and/or Oracle by stated deadlines published in the academic calendar. The extra tuition will be calculated and collected thereof.

Article 6 If the students do not complete the program within regular period as described in Article 2, they may extend the study. The extra tuition they are charged during their extended years should be tuition based, using the same equation as described in Article 3. Upon registration for the additional courses, the extra tuition will be added to their account. The students should pay the extra tuition by stated deadlines.

Article 7 When a student applies to suspend or terminate his/her study or to transfer to another university, the regular tuition will be refunded proportionately according to the length of his/her actual enrollment, while the extra tuition will be 100% refunded if the application for refund is filed within 2 weeks since the course begins, or 50% if over 2 weeks but less than 6 weeks, or non-refundable if 6 weeks or more. In calculation of the refund, the length of an academic year is considered to be 10 months. The university charges the tuition for the period from the school opening day to the day of suspension or termination of enrollment. 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.

Article 8 Students should pay their tuition within two weeks after the school

opening day. Registration will be official after the tuition is paid. If the tuition is not paid by the deadline, the University will cancel the registration. Therefore the student will not be currently enrolled for the semester and not permitted to attend classes.

Article 9 The accommodation fee should be charged at the rate as approved by the Price Administrations at the beginning of each academic year, which is considered 10-month duration. The vacation periods (not including breaks on official holidays such as Labor’s Day, National Day, Mid-autumn Day etc.) are not covered by the annual accommodation fee. The University reserves the right to ask the student to vacate the accommodation, who fails to pay the accommodation fee by the stated deadline.

Article 10 Students who want to postpone payment of tuition and accommodation fees because of financial difficulties must submit request to the University. Upon approval to postpone payment, the student may register for courses.

Article 11 Overdue tuition and fees will result in a financial hold placed on the student account. Failure to pay overdue tuition will result in the University withholding issuance of enrollment letters, transcripts and diplomas.

Article 12 Escrow fees such as textbook fees are collected and paid in total on behalf of the students to another organization in exchange of goods or services to the students. The escrow fees shall be collected in compliance with relative university regulations. Students should pay off these fees by the stated deadlines, otherwise, they shall not receive goods or services covered by such fees.

Article 13 This policy applies to all full-time Wenzhou-Kean students.

Article 14 This policy takes effect upon releasing. *Interim Policy on Tuition and Accommodation Fee* issued on January 21st 2015 is abolished at the same time.

Article 15 Office of Financial Services has the right of interpretation on this policy.