

温州肯恩大学文件

温肯大发〔2021〕15号

关于印发《温州肯恩大学收费管理实施细则 (2021年修订)》的通知

各部门、各学院：

《温州肯恩大学收费管理实施细则（2021年修订）》已在2021年第十七次校务会上通过，现印发给你们，请遵照执行。

特此通知。

附件：温州肯恩大学收费管理实施细则（2021年修订）

温州肯恩大学

2021年4月9日

附件

温州肯恩大学收费管理实施细则

(2021年修订)

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

一、学费

(一) 教务部负责及时提供应缴学费学生清单，控制学生每学期学分上限。财务部负责发布缴费通知、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逾期未缴费学生名单。

(二) 学费缴费截止日过后，财务部将未缴费学生名单提交至教务部、学生事务部、国际学习中心，由上述部门依据学校学费住宿费管理规定，对未缴费学生启动财务控制措施，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课程注册、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，不能获得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（如美肯交换学习项目等活动）。

(三) 补缴学费后，学生可将相应的付款依据（如刷卡回单、银行缴费回单、在线缴费回单打印件等）提交至教务

部、学生事务部、国际学习中心，上述部门据此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。

（四）在符合《温州肯恩大学学杂费管理办法》退费规定的情况下，财务部按规定办理退费。

本科生学年学费根据学生实际学习时间计算应缴学费，退还当学年剩余学费。在计算本科应退学年学费时，一学年按 10 个月计。应退学费=学年学费-（学年学费/10）*实际学习时间折算月数（具体计算案例见附录）。

1. 退学、转学以及休学情况下实际学习时间折算月数：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；若休学学生在本学年结束前复学，实际学习期间起点日为复学日，截止日为该学年结束日。实际学习时间以 30 天折算为一个月，不足 30 天的按一个月计算。

2. 赴美国肯恩大学交换学习情况下实际学习时间折算月数：一个学年减去在美肯实际注册学习天数后剩余时间为在温肯学习实际天数，美肯注册学习期间起讫时间以美肯教学日历所注明的日期为准。实际学习时间以 30 天折算为一个月，不足 30 天的，在 1~8 天（含第 8 天）内的按 1/4 个月计算；在 9~16 天（含第 16 天）内的按半个月计算；在 17~24 天（含第 24 天）内的按 3/4 个月计费；超过 24 天的按一个月计算。

（五）学生休学期满复学或美肯交换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，美肯交换学习项目学生返校日以国际学习中心提供的数据为准。教务部于学生返校登记后、国际学习中心于美肯交换交流学习项目时段确定后将包括学生姓名、年级、学号、返校日期（或在美肯学习起讫日期）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。计算应缴学费时实际在学时间确认方式与上款所述保持一致。

（六）除《温州肯恩大学学杂费管理办法》所明确的休学、退学、转学、美肯交换学习项目等情况，其他原因一律不退学费。

二、住宿费

（一）学生事务部负责提供每学年住校学生名单。财务部负责发布缴费通知、办理住宿费收缴、核对汇总缴费数据并及时向学校其他相关部门传递逾期未缴费学生名单。

（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，报送后勤与资产管理部、国际学习中心及学生事务部，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，后勤与资产管理部在收到通知 48 小时内暂停未缴费学生一卡通授权，国际学习中心暂停未缴纳住宿费学生参加校际交流活动资格，学生事务部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管理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、

在线缴费回单打印件等)至后勤与资产管理部恢复一卡通授权,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)住宿费退费计算方式参照本科生标准学年学费退费执行。退宿日和返校入住日以学生事务部提供的数据为准。若学生需调换寝室,根据寝室调换申请单上的日期分别计算新、旧寝室应缴纳的住宿费后,与本学年已缴纳的住宿费进行对比,根据差额进行补缴或者退费(具体计算案例见附录)。

(五)除《温州肯恩大学学杂费管理办法》所明确的休学、退学、转学、美肯交换学习项目等情况,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部提出申请,经业务分管校领导审批后,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)教材费根据学生在教材订购系统确认订购的书本,由教学部生成相应收费名单提交财务部,财务部据以执行代收。学生应于教学部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教学部,教学部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、咨询和申诉

（一）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 55870513；

（二）关于学籍注册、考试费等问题请咨询教务部 55870163；

（三）关于住宿套型及费用标准问题请咨询学生事务中心 55870128；

（四）关于教材费征订等问题请咨询教学部 55870659；

（五）关于一卡通授权等问题，请咨询后勤与资产管理部 55870922；

（六）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。

五、其他

（一）本细则颁布即日起生效，《温州肯恩大学收费管理实施细则》（温肯大发〔2020〕6号）同时废止。

（二）本细则由财务部负责解释。颁布前的学费和住宿费应退费或应补缴金额不作追溯调整。

附录

学生学费和住宿费计算案例

假定当年校历学年为9月1日至次年6月30日。学年学费为6.5万元，折算每月学费6500元。

一、退学、转学以及休学

1. 学生A申请从12月1日起休学至本学年末，则其实际学习期间为9月1日至11月30日，共计91天，折算为4个月，应收学费为 $6500 \times 4 = 26000$ 元，应退学费 $65000 - 26000 = 39000$ 元。

2. 学生B申请休学，休学期间为10月20日至3月10日，学生休学时，其实际学习时间为9月1日至10月19日，即49天，折算为2个月，应缴学费为 $6500 \times 2 = 13000$ 元，应退学费52000元；学生复学时，其实际学习时间为次年3月11日至6月30日，即112天，折算为4个月，应补缴学费为 $6500 \times 4 = 26000$ 元。

3. 学生C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。

二、赴美肯交换学习

1. 学生D赴美国肯恩大学交流学习，根据美国肯恩大学

校历，学习期间为 1 月 10 日至 5 月 20 日，学生赴美肯时，其在温肯实际学习时间为 9 月 1 日-次年 1 月 9 日及 5 月 21 日-6 月 30 日，两段时间共计 172 天，折算为 5.75 个月，应补缴学费为 $6500*5.75=37375$ 元。

2. 学生 E 赴美国肯恩大学交流学习，根据美国肯恩大学校历，学习期间为 9 月 1 日至 12 月 1 日，学生返回温肯时，其在温肯实际学习时间为 12 月 2 日至 6 月 30 日，即 211 天，折算为 7.25 个月，应补缴学费为 $6500*7.25=47125$ 元。

三、调换寝室

学生 F 本学年的住宿费为 9000 元，折合每月住宿费为 900 元。学生于 2020 年 11 月 2 日调换寝室，新寝室的住宿费为 12000 元，9 月 1 日至 11 月 2 日共计 63 天，折算为 3 个月，则学生应缴住宿费为 $900*3+1200*(10-3)=11100$ 。因此学生还需补缴住宿费为 $11100-9000=2100$ 元。

Implementation Rules of Tuition and Fees at Wenzhou-Kean University

Modified in 2021

This document is compiled in compliance with “Measures for Tuition and Fees at Wenzhou-Kean University”, and to specify procedures of calculation, collection and refund of tuition and fees.

1. Tuition

1.1 The Registrar’s Office is responsible for providing the list of enrolled students in each academic year and monitoring credits the students take over the caps each semester. The Office of Financial Services is responsible for issuing the payment notice, collecting the tuition, checking the data summary, and timely transmitting the list of overdue students to other relevant departments of the University.

1.2 After the tuition payment deadline, the Office of Financial Services shall submit a name list of overdue students to the Registrar's Office, Student Affairs and International Learning Center to initiate a Financial Hold on those students’ accounts in accordance with the “Measures for Tuition and Fees at Wenzhou-Kean University”, and meanwhile notify those students via email. A Financial Hold resulting from overdue tuition has an impact on students’ course registration, issuance of transcript, scholarship and other awards, and intercollegiate exchange activities, which means during the Financial Hold, a student will be deregistered the courses, or denied request for an official transcript or certification of enrollment by the Registrar's Office, and disqualified to apply for scholarships or other awards, or participate in intercollegiate exchange activities organized by the university (such as Study-Abroad Program at Kean USA).

1.3 Student should present payment receipts (such as credit card receipt,

bank payment receipt, online banking payment receipt, online payment receipt and etc.) to the Registrar's Office, Student Affairs and International Learning Center after they pay the overdue tuition so that the above departments can remove the restrictions on the students' registration and other rights. The 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.

1.4 When an occasion of refund occurs, which is stipulated in “Measures for Tuition and Fees at Wenzhou-Kean University”, the Office of Financial Services shall calculate and process the refund. As for regular tuition fee for undergraduate students, tuition fee is charged according to the actual length of the student's enrollment, and the remaining balance for the current academic year is refunded. When calculating the refund of regular tuition fee, an academic year is assumed to cover the length of 10 months. Tuition fee to be refunded = regular tuition of an academic year - (regular tuition of an academic year / 10) * actual length of enrollment converted to months (see Appendix for specific calculation cases).

a) Actual length of enrollment converted to months under circumstances of drop-out, transfer and suspension: 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. If the students return to the University before the end of the current academic year, the remaining days after deducting the suspension period from one academic year are the actual length of enrollment. The actual length of enrollment is converted from days to months, by dividing the number of days by 30 and rounding up the result.

b) Actual length of enrollment converted to months under circumstance of attending Study-Abroad Program at Kean USA: The starting date and the ending date

of the period of studying at Kean University is subject to the date indicated in the academic calendar of Kean University. The actual length of enrollment at Wenzhou-Kean University is calculated by deducting the period studying at Kean University from one academic year (10 months) and will be converted from days into months, with “a month” defined as 30 days. In the circumstance where the number of days converted is less than a full month (30 days), 1 to 8 days shall be counted as a quarter of a month; 9 to 16 days shall be counted as a half month; 17 to 24 days shall be counted as 3 quarters of a month; over 24 days shall be counted as a month.

1.5 Students shall pay the outstanding tuition within two weeks after they are back to the University. Source data of enrollment shall be provided by the Registrar's Office for students on suspension, and by International Learning Center for the student on Study-Abroad Program at Kean USA, in calculation of the tuition due. The Registrar's Office shall submit the information (including name, grade, ID and return date) of the returning student to the Office of Financial Services when a student returns from the suspension, and the International Learning Center shall submit the information (including name, grade, ID and the beginning and ending dates of the study plan) of the students attending the Study-Abroad Program at Kean USA 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 in a timely manner. The calculation method of tuition payable is the same as that of tuition fee refundable. When calculating the tuition fee payable, the calculation method of actual enrollment time shall be consistent with that mentioned above.

1.6 Tuition is not refundable except for termination or suspension of enrollment, transfer to another university, or attending Study-Abroad Program at Kean USA as specified in “Measures for Tuition and Fees at Wenzhou-Kean University”.

2. Accommodation Fee

2.1 Student Affairs is responsible for providing the list of students living on campus in each academic year. The Office of Financial Services is responsible for issuing the payment notice, collecting accommodation fee, checking the data summary, and timely transmitting the list of overdue students to other relevant departments of the University.

2.2 After payment deadline, the Office of Financial Services shall send a name list of overdue students to Logistics and Assets Management, Student Affairs and International Learning Center 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, International Learning Center 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. The 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. If students need to change their dormitories, accommodation fees of the new and old dormitories shall be calculated respectively according to the date on the application form and compared with the accommodation fees already paid for that academic year to get to the balance due or refundable (see Appendix for specific calculation cases).

2.5 Accommodation fee is not refundable except for termination or suspension of enrollment, transfer to another university or attending Study Abroad Program as specified in “Measures for Tuition and Fees at Wenzhou-Kean University”.

2.6 For students who really need to live off campus due to special reasons, they shall apply to Student Affairs before the payment of the current year and get approval from the member of the university leadership in charge of the business, so as to get exempted from the accommodation fee. Once the accommodation fee is paid, it is not refundable even though the student is approved to live off campus.

3. Escrow Fees

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

3.2 Textbook fee is collected by the Office of Financial Services according to the statement produced by Academic Affairs on the basis of students’ orders placed in Textbook ordering system. Students shall pay textbook fee by the stated deadline. After the deadline, the Office of Financial Services shall shut the charging system and send a name list of overdue students to Academic Affairs, and Academic Affairs shall cancel those students’ orders.

3.3 Examination fees are collected by the 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 payable and the deadline. Students shall pay examination fee by the stated deadline. After the deadline, the Office of Financial Services shall shut the charging system and provide a name list of overdue students to the relevant departments.

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

4. Consultation and Complaint

4.1 If a student has any technical questions in making payment, or questions regarding calculation and status during payment, he/she may contact The Office of Financial Services at 55870513.

4.2 If a student has any questions regarding registration and examination fees, he/she may contact The Registrar's Office at 55870163;

4.3 If a student has any questions regarding the flat arrangement or amount of accommodation fee, he/she may contact Student Affairs at 55870128;

4.4 If a student has any questions regarding textbook ordering, he/she may contact Academic Affairs at 55870659;

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

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

5. Others

5.1 These rules take effect immediately upon releasing. The Implementation Rules of Measures for Tuition and Fees at Wenzhou-Kean University issued in 2020 is abolished at the same time.

5.2 The rules are interpreted by The Office of Financial Services. No retrospective adjustment shall be made to refundable/outstanding tuition or accommodation fee that have been settled before this document is issued.

Appendix:

Assumption: the academic year is from September 1st of the current year to June 30th of the following year. Regular tuition fee of academic year for undergraduate students is 65,000 Yuan, which is 6,500 Yuan per month.

1.Circumstances of drop-out, transfer and suspension

Student A applies for suspension starting from December 1st to the end of the academic year. His/her actual enrollment shall be from September 1st to November 31th, that is, 91 days in total, converted to 4 months. The chargeable tuition shall be $6,500 \times 4 = 26,000$ Yuan and the refundable amount shall be $65,000 - 26,000 = 39,000$ Yuan.

Student B applies suspension for the period from October 20th to March 10th. When he/she suspends, his/her actual enrollment shall be from September 1st to October 19th, that is, 49 days in total, converted to 2 months. The chargeable tuition shall be $6,500 \times 2 = 13,000$ Yuan and the refundable amount shall be $65,000 - 13,000 = 52,000$ Yuan. When he/she returns to the University, his/her actual enrollment shall be from March 11th to June 30th, that is, 112 days in total, converted to 4 months. The chargeable tuition shall be $6,500 \times 4 = 26,000$ Yuan.

Student C suspended last academic year and returns to the University on September 25th this academic year. His/her actual enrollment period shall be from September 25th to June 30th (including both the beginning day and the ending day), that is, 279 days in total, converted to 10 months. Full regular tuition fee shall be charged.

2.Circumstance of Attending Study Abroad Program

Student D studies at Kean University for the period from January 10th to May 20th (according to the academic calendar of Kean University). His/her actual enrollment days shall be calculated by deducting days studying at Kean University (131 days) from the total days of the academic year (303 days), that is, 172 days in total, converted to 5 months and 22 days, that is, 5.75 months. The chargeable tuition shall be $6,500 \times 5.75 = 37,375$ Yuan and the refundable amount shall be $65,000 - 37,375 = 27,625$ Yuan.

Student E studies at Kean University for the period from September 1st to December 1st (according to the academic calendar of Kean University). His/her actual enrollment days shall be calculated by deducting days studying at Kean University (92 days) from the total days of the academic year (303 days), that is, 211 days in total, converted to 7 months and 1 day, that is, 7.25 months. The chargeable tuition shall be $6,500 \times 7.25 = 47,125$ Yuan.

3.Circumstance of Change Dormitories

Student F paid 9,000 Yuan for his original dormitory for one academic year, but he moved to another dormitory priced 12,000 Yuan on Nov. 2nd, 2020. The chargeable period of the original dormitory is from Sep. 1st to Nov. 2nd, that is, 63 days in total, converted to 3 months. The chargeable accommodation fee shall be $900 \times 3 + 1200 \times (10 - 3) = 11,100$ Yuan. The student needs to pay extra 2,100 Yuan in total.