

# 温州肯恩大学文件

温肯大发〔2022〕26号

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## 关于印发《关于〈温州肯恩大学收费管理实施细则（2021年修订）〉的补充规定》的通知

各部门、各学院：

为明确学生在学年中因特殊情况经学校审批后退宿的相关退费事宜，结合学校实际，特制定本规定作为《温州肯恩大学收费管理实施细则（2021年修订）》（温肯大发〔2021〕15号）的补充规定。本规定已经2022年第二十二次校务会讨论通过，现印发给你们，请遵照执行。

特此通知。

温州肯恩大学

2022年5月17日

# 关于温州肯恩大学收费管理实施细则 (2021年修订)的补充规定

因休学、退学、转学、赴美交换等原因需要在学年中退宿的，应退住宿费根据《温州肯恩大学收费管理实施细则（2021年修订）》（温肯大发〔2021〕15号）（以下简称《细则》）规定处理，上述原因以外的特殊情况按以下原则处理：

## 一、根据学校规定，在指定申请期提出校外住宿申请并得到批准

根据学校规定时间及流程提出春季和夏季学期校外住宿申请，并获得批准的，按实际住宿时间计算应收住宿费，其余预缴部分退还。实际住宿时间从本学年开学日至实际腾退日，30天计为一个月，不足30天按一个月计算。向财务部申请退费时应提交学生事务部批准的退宿申请，并由学生事务部签注实际腾退日期。财务部于腾退截止日期后统一处理本批退费。

## 二、未在规定申请期间提出申请，但因情况特殊，经学校特批中途退宿

特批情况一事一议，参照《细则》关于休退学的退费计算原则处理。

三、本规定自发文之日起施行，由财务部负责解释，颁布前的住宿费应退费或应补缴金额不作追溯调整。

**Supplementary Provisions on Implementation Rules of Tuition and Fees at  
Wenzhou-Kean University (Modified in 2021)**

This supplementary policy is published to clarify the relevant refund matters for students who check out the student resident halls during the academic year upon approval due to special circumstances.

Those who need to check out during the academic year due to termination or suspension of enrollment, transfer to another university or attending Study Abroad Program, the accommodation fee should be refunded according to the "Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified in 2021)", special circumstances other than the above reasons shall be handled according to the following principles:

1. An application for off-campus accommodation is submitted within the specified application period according to relevant university regulations, and gets approved.

For an approved application of off-campus accommodation in spring through summer semesters, the accommodation fee shall be calculated based on the actual accommodation time, and the rest prepaid shall be refunded. The actual length of accommodation is converted from days to months, by dividing the number of days by 30 and rounding up the result. When applying to the Office of Financial Services for the refund, the properly approved check-out application shall be presented, which shall also bear a note on the actual check-off date by the Office of Student Affairs. The Office of Financial Services will process the refund requests for this period altogether after the deadline of the check-out date.

2. If a student files an application of check-out beyond the predefined timetable under an extraordinary circumstance and gets approval, the refund ability of the accommodation fee shall be determined on a case-by-case basis. Calculation method of

refund for drop-out and suspension in the "Implementation Rules of Tuition and Fees at Wenzhou-Kean University (Modified in 2021)" shall be referred to in these cases if the fee is refundable.

3.This policy shall come into effect on the date of issuance. The Office of Financial Services is responsible for the interpretation and explanation of this policy. No retrospective adjustment shall be made to the past refund requests that have been settled or to the on-the-process refund requests filed before the issuance date of this policy.