

# 温州肯恩大学办公室文件

温肯大办〔2018〕14号

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## 温州肯恩大学办公室 关于印发《温州肯恩大学学费缓交管理办法》 的通知

各部门：

《温州肯恩大学学费缓交管理办法》已经校领导同意，  
现予印发。

温州肯恩大学办公室

2018年5月16日

# 温州肯恩大学学费缓交管理办法

**第一条** 为进一步规范教育收费行为，督促学生及时缴纳学费，根据《温州肯恩大学学杂费暂行管理办法》及《温州肯恩大学收费管理实施细则》等相关管理办法，及我校合作办学实际情况，特制定本办法。

**第二条** 学生须于每学年秋季学期开学日起两周内缴纳学费，若确因家庭经济困难或其他原因，无法在规定期限内缴纳或足额缴纳学费的，本人可以申请缓交或部分缓交学费。

**第三条** 具备以下条件之一的，可申请缓交或部分缓交学费：

（一）烈士子女、残疾军人子女、因公牺牲人员子女等国家法律规定的优抚对象；

（二）无资助的孤儿，无其他有经济能力的直系亲属资助者；

（三）父母双方或一方残疾、以救济为主，无其它经济来源者，以及县级民政部门认定的低保户子女等；

（四）遭遇不可抗力的原因，致使家庭经济极其困难，无力支付当年度学费者；

（五）因家庭经济困难暂时只能缴纳一部分学费，或需延迟时间方能完成交费者；

（六）因家庭经济困难无力缴纳全部学费者；

（七）正在申请办理国家助学贷款者。

**第四条** 符合缓交学费条件的学生，须在财务规定的缴纳学费期间内提交缓交申请。经由财务部确认欠费情况后、经学生事务部审核、分管学生事务校领导签字同意后视同申请成功。缓交期间内不影响其学籍注册、成绩单出具、奖学金评定及校际交流活动。

**第五条** 缓交学费原则上不超过6个月，若缓交期限到期仍无法支付所欠学费，需继续申请缓交者，需在缓交期限结束前两周内再次提出缓交申请，待批准后方可生效。缓交期限最长不能超过本学年末。

**第六条** 申请缓交的学生，需如实填写《温州肯恩大学学费缓交申请表》一式三份，并提供相关证明材料。证明材料包括但不限于《高等学校学生及家庭情况调查表》；父母所在单位的收入证明等其他能证明符合缓交条件的材料。

**第七条** 学生事务部学生资助中心在收到申请后于10个工作日内予以审核，签署是否同意缓交，缓交期限等意见，交财务部等相关部门备案。

**第八条** 有以下情形之一的，视为无故欠费：

（一）没有交纳或交清学费，并且未在规定时间内提交缓交学费申请者；

（二）已提出缓交申请，但因不符合缓交条件未获批准，拒不交清学费者；

（三）已获得学校批准缓交学费，但缓交期限到期仍未交清学费者；

（四）缓交学费期满仍未交清费用且延期申请未获批准

者；

（五）伪造证明材料借以拖欠学费者。

**第九条** 对于无故欠费的学生，在学费交费截止日过后，财务部将启动财务控制措施，并发邮件通知学生及相关部门。

**第十条** 伪造证明材料借以拖欠学费的学生，一经查实，学校将根据有关规定给予其相关处分，情节特别严重的，将追究其法律责任。

**第十一条** 上一学年学费未交清者，本学年不得申请缓交学费。

**第十二条** 学生缓交的费用只限于学校统一收取的学费，不包括学生学习、生活（含住宿费）等应缴纳的其他费用。

**第十三条** 本规定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。

**第十五条** 本办法解释权归学校财务部和学生事务部。

## **Interim Policy on Postponement of Tuition Payment**

**Article 1** This policy is compiled in compliance with the Interim Policy such as “Interim Policy on Tuition and Fees” and “Implementation Rules of Interim Policy on Tuition and Fees”, and also with the Chinese-American partnership taken into consideration.

**Article 2** Students should pay their tuition within two weeks after the school opening day of each fall semester. Students who cannot pay tuition fees in time due to family financial difficulties or other special reasons may apply for a postponement of payment.

**Article 3** Students who apply for a postponement of tuition payment shall meet one of the following conditions:

- a. Children of martyrs, children of disabled soldiers, children of the people sacrifice for the public and other people on the basis of the national law;
- b. Unfunded orphans, or student without any immediate family members who have financial ability to fund;
- c. One or both parents are disabled living on relief but no other source of income or children of low-income families recognized by the civil affairs departments at the county level;
- d. Because of force majeure causes the student’s family financial condition is extremely difficult so that he/she is unable to pay that year’s tuition fee;
- e. Because of family financial difficulties, the student can only pay part of the tuition fees temporarily, or need to delay the time to complete the payment;
- f. Unable to pay the full tuition fee due to family financial difficulties;
- g. Student who are applying for a national student loan.

**Article 4** Students who meet the requirement of the postponement of payment must submit the application within the period of the tuition payment. The application

shall be confirmed by Financial Services, reviewed by Student Affairs, and finally approved by the leader of Student Affairs so that the students' registration, issuance of transcript, scholarship and intercollegiate exchange activities shall not be affected during the postponement.

**Article 5** The postponement of tuition payment shall be no more than six months in principle. If the student is still unable to pay the tuition fee by the end of the postponement and need to apply for another postponement of payment, he/she shall submit the application within two weeks before the end of the postponement. The application is valid upon approval. The maximum postponement period cannot beyond one academic year.

**Article 6** Student who apply for the postponement of payment shall truthfully fill in triplicate of "Application of Postponement of Tuition Payment of Wenzhou-Kean University "and provide relevant documents. Relevant documents include: The Questionnaire of College Students and Families; the income certificate of parents' units and other materials that can prove the compliance with the condition.

**Article 7** Student Affairs shall review the application within 10 working days upon receipt of the application, make final decision, specify the postpone period and submit it to Financial Services and other relevant departments for record.

**Article 8** In any of the following circumstances, it is deemed to be no reason arrears:

- a. The student fails to pay tuition fee or pays in full without applying for a postponement of payment within the prescribed time;
- b. The student refuses to make fully payment of tuition fee though his/her application is not approved due to the failure to meet the probation conditions;
- c. The student fails to make fully payment of tuition fee by the end of postponement period.

- d. The student fails to make fully payment of tuition fee by the end of postponement period with another postponement application is denied.
- e. The student use falsified documents for application.

**Article 9** After the tuition payment deadline, office of Financial Services will initiate a Financial Hold on those students who arrears the tuition fee without reason and meanwhile notify those students via email.

**Article 10** Students who falsifies documents in order to default in the payment of tuition fees, once verified, will be punished by the University in accordance with the relevant provisions. The University will pursue the student's legal responsibility if the circumstances are particularly serious.

**Article 11** Students failing to make full payment of previous academic year's tuition fee, cannot apply for a postponement of payment this academic year.

**Article 12** The postponement of payment is limited to the tuition fee collected by the University, excluding other fees occurring in students' study and life (including accommodation fee).

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

**Article 14** This policy takes effective upon issuance.

**Article 15** Office of Financial Services and Student Affairs have the right of interpretation on this policy.

## 附表 1:

## 温州肯恩大学学费缓交申请表

## Wenzhou-Kean University Application Form for Postponement of Tuition Payment

填表日期(Date): 年(Y) 月(M) 日(D)

姓名 Name		性别 Gender		身份证号 ID Number	
学院 College		学号 Student ID		电子邮箱 Email Address	
专业 Major		是否申请贷款 Whether to apply for a loan		联系电话 Contact No.	
通信住址 Address			家庭联系电话 Contact No.		
学费金额/年 Tuition fee/Year	元(RMB)		申请缓交金额 Apply Amount	元(RMB)	
缓交原因 Reason for Postponement	(附相应证明) (Accompanied by proof)				
缴费承诺 Payment commitment	<p>本人保证提供的资料均属实，无任何虚假成分。本人愿意接受学校有关部门的审核，并承诺在____年____月____日前缴清所欠的学费。如有不实之处，本人愿意承担一切后果。</p> <p><b>I certify that the information provided is true and without any false elements. I am willing to accept the audit of the relevant departments of the university, and promise to pay the tuition fee I owed before ____Y____M____D. If there is any false statement, I will take all the consequences.</b></p> <p style="text-align: right;">申请人签名(Student's Signature): 日期(Date): 年(Y) 月(M) 日(D)</p>				
<p>财务部确认当前欠费情况: Confirmation of the current arrears from Financial Services (温肯楼(WKH) A217)</p> <p style="text-align: right;">签名(Signature): 日期(Date):</p>					
<p>学生事务部意见: Material approval from Student Affairs (学生学习与活动中心(SLAC) 218)</p> <p style="text-align: right;">签名(Signature): 日期(Date):</p>					
<p>学生事务部分管校领导意见: Approval by the Vice Chancellor for Student Affairs</p> <p style="text-align: right;">签名(Signature): 日期(Date):</p>					

1.本表一式三份，学生事务部、财务部、申请者本人各保留一份。

Applicant, Financial Service, Student Affairs shall have one copy each.



附表 2:

## 高等学校学生及家庭情况调查表

学校: \_\_\_\_\_ 院(系): \_\_\_\_\_ 专业: \_\_\_\_\_ 年级: \_\_\_\_\_

<b>学生基本情况</b>	姓名		性别		出生年月		民族		
	身份证号码				政治面貌		入学前户口	<input type="checkbox"/> 城镇 <input type="checkbox"/> 农村	
	毕业学校					家庭人口数			
	家庭类型	<input type="checkbox"/> 孤儿 <input type="checkbox"/> 单亲 <input type="checkbox"/> 残疾 <input type="checkbox"/> 烈士或优抚对象子女 <input type="checkbox"/> 低保家庭 <input type="checkbox"/> 建档立卡贫困户 <input type="checkbox"/> 其他							
	家庭通讯地址								
	邮政编码				联系电话				
<b>家庭主要成员情况</b>	姓名	年龄	与学生关系	工作(学习)单位		职业	年收入(元)	健康状况	
<b>家庭有关信息</b>	家庭年收入_____ (元)。学生本学年已获资助情况_____。 _____。								
	家庭遭受突发意外事件: _____。								
	家庭成员失业情况: _____。家庭欠债情况及原因: _____。								
	其他情况: _____。								
<b>本人承诺以上所填内容真实无误, 并予以认可, 如不真实, 本人愿意承担相应后果。</b>									
学生本人签名:			学生家长或监护人签名:			_____年__月__日			
<b>学生家庭所在地乡镇或街道民政部门确认签章</b>	经办人签字:		单位名称:						
	联系电话:		(加盖公章)						
_____年__月__日									

注: 本表供学生申请家庭经济困难认定和申请国家助学贷款用。可复印。请如实填写, 到家庭所在地的乡镇(街道)民政部门、村(居)委会、原就读高中任何一单位核实、盖章。乡镇(街道)民政部门无专用公章, 可由政府代章。