

Shih Hsin University
 Leave of Absence and Withdrawal Refund Policy
 Second Semester, Academic Year 2025–2026

Based on Article 15 of the "Regulations for Collecting Tuition and Miscellaneous Fees for Junior Colleges and Institutions of Higher Education" issued by the Ministry of Education.

Applicable from February 1, 2026	Charging Method	
	Leave of absence or withdrawal Period	Tuition and Miscellaneous Fees System
On or before February 18, 2026 Those who take leave of absence or withdraw from school before the payment and registration deadline.	No payment required.	No payment required.
From February 19 to 22, 2026 Those who take leave of absence or withdraw from school after the payment and registration deadline but before the first day of classes begins.	Refund 2/3 of the tuition. Full refund of the miscellaneous fees and other fees.	Refund 2/3 of tuition (or tuition and miscellaneous fees). Full refund of credit tuition and other fees.
From February 23 to April 05, 2026 Those who take leave of absence or withdraw from school after classes have started but before 1/3 of the semester is completed.	Refund 2/3 of the tuition, miscellaneous fees and other fees.	Refund 2/3 of the tuition, miscellaneous fees and other fees.
From April 06 to May 17, 2026 Those who take leave of absence or withdraw from school after the first day of classes, having completed more than 1/3 but less than 2/3 of the semester.	Refund 1/3 of the tuition, miscellaneous fees and other fees.	Refund 1/3 of the tuition, miscellaneous fees and other fees.
From May 18 to July 31, 2026 Those who take leave of absence or withdraw from school after classes have started and after two-thirds of the semester has been completed.	No refunds.	No refunds.

Notes :

1. Based on the "Shih Hsin University Study Regulations", first-year students—except for those under the exceptions stated in Article 9—must pay tuition and miscellaneous fees in accordance with Article 12 to complete registration and obtain student status. (Please refer to the Academic Affairs Office Registration Section website for the full "Shih Hsin University Study Regulations".)
2. First-year students and transfer students admitted through the waitlist process who forfeit admission on or before the waitlist cutoff date will receive a full refund. If they forfeit admission after the waitlist cutoff date, refunds will be processed in accordance with the provisions of this table.