

无锡职业技术学院国际学生收费及退费管理办法

Wuxi Institute of Technology International Student Fee Payments and Refunds Management Measures

The Management Measures are formulated in accordance with the *Fee Payment Standard for Self-funded International Students in China (1997)*, *Notice on Adjusting the Fees for Self-funded International Students in China (1998)*, *Notice on the Work of Fee Charging of Colleges and Universities (2005)*, *Management Measures for Enrollment and Cultivation of International Students (2017)*, as well as the fee payment standard of international students filed by Wuxi Institute of Technology to the superior authorities, in line with the actual condition of international student management work, so as to strengthen the management of international students, standardize the procedures for admission fees and refunds for international students, and maintain the normal teaching order.

Article 1 Fee Payments

1. Tuition Fee

Student category	Length of Schooling	Charges (RMB/Academic Year)
Degree students	3 academic years	12,000
language student	1 academic year	12,000
Trainee	1 academic year	12,000
Exchange Students	1 academic year	12,000

2. Registration Fee Standard: 500 yuan / person

3. Accommodation Fee:

Type of accommodation	Number of people staying	Charges (RMB/Academic Year)
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apartment bed room	4	2,000
plank bed room	4	6,000

Tuition Payment Deadline

- (1) Tuition must be paid in full within two weeks after the start of the fall semester.
- (2) Under special circumstances, a written application for deferment of fee payment may be submitted to the School of International Education. With the consent of the School, tuition fees should be paid in full within one month at the latest.
- (3) If the tuition fee payment procedure is not completed for more than one month, the School will issue a written reminder notice. Those who refuse to execute will not be registered by the college, and those who do not submit the application within the time limit will be withdrawn from the college.

3. Make-up Course Fee Standard

The charging standard of make-up courses for international students shall be implemented in accordance with the fifth item of Article 5 of the *Implementation Rules on Making up the Learning Peak Courses of Wuxi Institute of Technology* (Revised).

4. Time Limit for the Payment of Make-up Courses

- (1) Course retake fees must be paid in full within the first week of the new semester.
- (2) Those who cannot pay the make-up course fee on time under special circumstances must submit a written application to the School of International Education for deferment of payment, and report to the Education Affairs Office and the Finance Office for approval, and must pay the full course retake fee within five weeks after the opening of the retake course.
- (3) Failure to complete the payment procedures for retaking the course within the specified time, and the retaken course in arrears will be automatically withdrawn by the course selection system.
- (4) If the time limit for paying the course retaking fee is exceeded, the course retaking fee payment for the semester will not be accepted.

Article 2 Refunds Management

1. If international students drop out after paying tuition and accommodation fees, the college will refund the remaining tuition and accommodation fees on a monthly basis according to the actual study time of the students.

2. The study time of international students is calculated as ten and a half months per year. The withdrawal time is calculated based on the date when the student formally submits the written application. If the student withdraws before the 15th (including the 15th) of the current month, the tuition and accommodation fees for half a month will be refunded; if the student withdraws after the 15th of the current month, the monthly fee will not be refunded.

3. The fees for international students who withdraw from the college should be settled when the student withdraws.

4. The college shall not charge accommodation fees of international students who do not live on campus for off-campus education practice.

5. If international students suspend their studies due to illness or other reasons, relevant fees will be refunded in accordance with the withdrawal regulations.

6. During the period of suspension, international students do not pay tuition fees, accommodation fees, etc. Upon resumption of school after the suspension period, the relevant fees will be charged according to the charging standards of the relevant majors of the grades of study.

7. If freshmen fail the physical examination, they can keep their student status, and the enrollment fee and registration fee will not be refunded.

Article 3 The Relationship Between Payment Time and Residence Permit Application

1. For international students who apply for residence permits for study in our college, the extension of the residence permit shall not exceed 360 days each time in accordance with the regulations of entry-exit administration, and it needs to be applied in advance. The extended time of the residence permit shall not exceed the period corresponding to the tuition fee paid.

2. International students must pay tuition and miscellaneous fees for the next academic year (including tuition, accommodation, books, insurance, the same below) before the start of the fall semester (in September each year), and can obtain the application letter of permit with the received notice of payment.

3. International students who have completed the payment of tuition and

miscellaneous fees for one academic year can obtain a 360-day residence permit application letter.

4. International students who have completed the payment of tuition and miscellaneous fees for half an academic year (one semester) can obtain a 180-day residence permit application letter.

5. If international students fail to pay tuition and miscellaneous fees on time, the college will only provide an extension of the residence permit until the end of October of the current year.