

**Chung Yuan Christian University 2023-2024 Academic Year (Fall semester)
Registration Note for Current Students**

Date of formal classes : September 11th, 2023 (Monday)

Registration	Completing the payment of Tuition and Miscellaneous fees within the designated deadline is considered as completing the registration without being on campus.	
Tuition Fee and Credit Fee Payment Term	From August 7th (Mon.) to September 6th (Wed.) , 2023	
Download Payment Sheet	Please download and print by self after August 7, please refer the URL as below: 1. Log into itouch/personal information/Check/Print payment slip. 2. https://reurl.cc/OA3x3g	
The Charge Standard of Tuition Fee	Inquiry: https://www.cycu.edu.tw/tuition.html /Tuition and Fees/Tuition and Miscellaneous Fees Schedule Inquiry: https://reurl.cc/b281nE	
Payment Method ✧ To avoid affecting your personal rights of studying. Please confirm it online after paying the fee, do not overdue.	1. Credit card payment (including UnionPay card) (1) CTBC Bank: https://www.27608818.com (2) School Code : 8814601758 (3) Voice Payment : 02-27608818 (4) Processing Fee : According to the regulations of the issuing bank.	2. ATM Payment (1) Select "Payment", not "Transfer" (2) Enter Mega Bank Code-017, Payment No., Amount (3) Processing Fee: NT\$0 per transaction within the bank, NT\$15 per transaction across banks; (The payment numbers for tuition and miscellaneous fees and medical examination fees are different, and cannot be combined for remittance).
	3. Convenience Store Payment (1) Show the payment barcode on the mobile phone or hold the payment slip to 7-11, Family Mart, Hi-Life, OK to pay (The amount over NT\$60,000 will not be accepted). (2) Processing Fee: Under \$20,000 (NT\$10) ; \$20,000 to \$40,000 (NT\$15) ; \$40,000 to \$60,000 (NT\$18).	4. Remittance from other financial institutions (1) Receiving Bank: Mega Bank Zhongli Branch (2) Payee Account Number: payment number (3) Account Name: Chung Yuan Christian University (4) Processing fee: NT\$30 for each. (The payment numbers for tuition and miscellaneous fees and physical examination fees are different, and cannot be combined for remittance).
	5. Debit from Mega Bank Account (1) Students must transfer the authorization form before the end of the semester, and deposit the full amount of tuition and miscellaneous fees in the account (2) Processing Fee: NT\$0	6. Cash payment Please bring the payment slip to any branch of Mega Bank to pay at the counter.
The Deadline for making up the registration (The deadline for making the supplementary tuition and credit fees.)	On September 18th, those who haven't paid the tuition within the time limit <u>will be withdrawn according to the CYCU Academic Policies.</u>	

Returning Students	<ol style="list-style-type: none"> 1. Course selection: Please refer to "112-1 Course Selection Schedule" for the related matters of course selection. 2. Payment: Please check the tuition and miscellaneous fees online the next day after resumption of schooling, and pay the fees according to the above methods. (The itouch password is set to 8 codes for the birthday of WD.) 3. Military service: Returning Students who have completed their military service should upload the picture of the Military Service Discharge Orders to the System of Application for Students Suspension/ Re-admission/ Drop-out of Studies. 4. Physical examination: For readmitted freshman who haven't done the physical examination should complete it, please go the Office of Student Affairs / Health Services Division for enquiries.
The Payment and Refund of the Add/Drop Courses After the Semester Starts	<ol style="list-style-type: none"> 1. Make a supplementary credit fee: After adding the election till September 28th, please print the payment slip on the website below. If the payment is overdue, the unpaid credit fee of the subjects will be withdrawn after the Curriculum and Registration Division announces, no objection is allowed. https://reurl.cc/OA3x3g 2. Refund: After the deadline for the change of course selection in CYCU, the cashier section will remit the refund to the student's Mega Bank or post office account on October 27th. Students who do not provide an account, please contact the cashier section (03-2652224).
Others	<ol style="list-style-type: none"> 1. Student loan, Reduction and exemption of the tuition fee: Online application starts from August 7th to August 17th, please go the Office of Student Affairs / Scholarships and Grants for enquiries. 2. Military service: After completing the two-stage military training, please submit a copy of the Military Service Discharge Orders to the Student Advising Division of the Office of Student Affairs.

The Office Contact Number of Each Business

Item	Office	Contact Number	Item	Office	Contact Number
Registration	Office of Academic Affairs Curriculum and Registration Division	03-2652022 ∙ 2089	Suspension/ Re-admission /Drop-out of Study	Administration and services center	03-2651178~1180
Select course	Office of Academic Affairs Curriculum and Registration Division	03-2652034 ∙ 2088	Student loan	Office of Student Affairs Student Advising Division	03-2652113
Payment	Office of Academic Affairs Curriculum and Registration Division	03-2652021 ∙ 2089	Reduction and exemption of the tuition fee	Office of Student Affairs Student Advising Division	03-2652125
Payment method	Office Of General Affairs Cashier Section	03-2652224	Military service	Office of Student Affairs Student Advising Division	03-2652120