

# Course Regulations (for Special Courses)

## Tuition Guidelines

1. We have requirements of minimum class hours in one calendar month. Please check the course introduction for detailed information.
2. Non-current students will be charged a non-refundable registration fee of NTD500.
3. Tuition and registration fee shall be **paid in full before the beginning of the course**.
4. Extra charges are required for study materials, such as textbooks, workbooks, etc.
5. Classes on public holidays will be made up only in the same month.

## Attendance

1. The class schedule shall be fixed once it's been decided.
2. To ask for absence (regardless of reasons), please let the office know by emailing us (cld222@ntu.edu.tw) or giving us a call (3366-3417\*222) in advance of 24 hours, and the missed classes will be made up in the same month. But for those who miss class without asking for absence by 24 hours in advance, there'll be no make-up classes and no refund for the missed class, either. For Group-class, only when the whole class asks for absence for the same day, will there be made up class (if only part of the students asks for absence, he/she will have no make-up class).
3. The office will follow the instruction of the Taipei City Government to decide whether the class will be suspended when there is a typhoon, an earthquake or other events that cannot be controlled, such as a natural disaster or an air raid. The class suspended will be made up only in the same month.
4. Registration fee is not refundable.

## Refund Policy

◎ **Students withdrawing from the course will be subjected to the following refund policy for tuition:**

1. Refund application before the course starts: a 90% refund of the tuition.
2. Refund application before passing the first one-third of the course: a 50% refund of the tuition.
3. There will be no refund after the first one-third of the course.

※ **No refund for the application fee.**

## Others

We do not offer admission letter, attendance record, enrollment certificate, grade report, course completion certificate and any reference documents for this course.