

Tzu Chi University

Spring 2025 Registration Notices for Current Students

University Website: <https://www.tcu.edu.tw/>

University Phone Number : Zhongyang(03)856-5301

Jianguo(03)857-2158

Jieren(03)857-2677

	Things to Do	Procedures	Unit In Charge /Phone extension
Before the First Day of Classes	Waivers or Exemptions of Tuition and Fees	<ol style="list-style-type: none"> 1. Deadline: January 03, 2025 Students must apply online and submit required documents. 2. Apply online: Access Student System → Select “Office of Student Affairs” → Choose “Scholarship System”. 3. Submit required documents: <ol style="list-style-type: none"> (1) File format: JPG or PDF, and not over 2MB in size (2) Submit the documents: <ol style="list-style-type: none"> a. To the Life Guidance Group by email: justing@mail.tcu.edu.tw b. With the applicant’s name and student ID number. State in the email that these documents are related to the “Application for waiver or exemption of tuition and fees.” 	Zhongyang Life Guidance : 11202, 11228 or 11230 Jianguo Life Guidance : 22341 or 22397
	Student Loan	<ol style="list-style-type: none"> 1. The deadline is on February 07, 2025, and students must complete the following listed below: <ol style="list-style-type: none"> (1) Obtain the loan agreement from the Bank of Taiwan and <ol style="list-style-type: none"> a. Scan or photo the loan agreement; the file format must be in PDF format. b. Send it to the University by email: weiwei@gms.tcu.edu.tw c. Provide applicant’s name, phone number, and department/institute/program. d. Call the Office of Student Affairs, to ensure that it has received your document. <p>After the first day of classes, students should submit the original copy of the loan agreement, in person, to the Life Guidance Group of the Office of Student Affairs. To avoid delay, please do not use postal mail.</p> 2. Students who are eligible for waivers or exemptions should print out the tuition & fees bill (after the waivers and exemptions), plan the loan needs, and proceed with student loan applications. 3. Students who have decided to apply for a leave of absence withdraw from a degree program, or transfer to another institution should not apply for a student loan. 	Jianguo Life Guidance : 22397

Paying Tuition and Fees	<ol style="list-style-type: none"> 1. Print out the tuition & fees bill : The bill for the next semester will be available (without considering waivers and exemptions) after the final exam week. Students can access "Tuition & Fees Bill" on the students' homepage. 2. Pay attention to changes on the bill : Students applying for waivers, exemptions, student loans, etc., should print out the updated bill, after the University has approved their applications. 3. Deadline for paying tuition and fees on February 07, 2025. 4. Payment methods: Bank counter payment, credit card authorization, ATM transfer, payment at convenience stores, etc. Students with student loans need to follow the bill's instructions or access the relevant website. 5. Pay the fees related to credit units : Students listed below may ask the Cashier to include the fees on their bill, before applying for student loans : <ol style="list-style-type: none"> (1) Those who extend their study period and take no more than nine credit units. (2) Doctoral students who take at least one credit unit of the master's or undergraduate course(s). (3) Master's students who take at least one credit unit of undergraduate course(s) (4) Those who take professional education course(s) offered by the Center for Teacher Education. 	<p>Zhongyang Cashier : 11323 or 11324 Jianguo Cashier : 22229</p>
Completing Registration	<ol style="list-style-type: none"> 1. Spring 2025 course selection and classes will start on February 17, 2025. 2. Student registration for the current semester is considered complete upon full payment of the tuition and fees. <ol style="list-style-type: none"> (1) Those who fail to complete registration should follow the Requirements on the Student Leave Application. (2) Students who do not complete registration and miss the deadline of application for leave are subject to "Students Who are Unable to Complete Their Enrollment Before the Deadline " 3. Registration stamp affixation: The representative of each class should collect the student ID cards of the whole class and send them to the Registrar for affixation of the registration stamp within a month after the first day of the semester. (See notes) 	<p>Zhongyang Registrar : 11102, 11103 or 11134 Jianguo Registrar : 22318(Junior College), 22366(Bachelor r) Jieren Academic Affairs Office : 31150</p> <p>Zhongyang Cashier :</p>

	<p>Students can mail their student ID cards to the Registrar, with a stamped return envelope, to have the stamp affixed.</p> <p>4. To check the status of tuition & fees payment, student loans, or various waivers and exemptions for the current semester, students can :</p> <p style="padding-left: 40px;">Log in to the Student System → Click "Office of Academic Affairs" → Select " Semester registration status inquiry".</p>	<p>11323 or 11324</p> <p>Jianguo Cashier : 22229</p>
Failing to Complete Registration on Time	<p>1. Spring 2025 course selection and classes will begin on February 17, 2025.</p> <p>2. Registration is incomplete, if students do not make the full payment of tuition & fees on schedule, and they will be subject to the “Students Who are Unable to Complete Their Enrollment Before the Deadline.”</p> <p>3. Students who have completed registration for the current semester should bring their student ID cards to the Registrar to affix the registration stamp.</p> <p>4. The University will require that those who fail to complete registration within two weeks after the due date, discontinue their studies in accordance with Article 34 of the TCU Academic Policies.</p> <p>5. To check the status of tuition & fees payment, student loans, and various waivers and exemptions for the current semester, students can:</p> <p style="padding-left: 40px;">Log in to the Student System → Click "Office of Academic Affairs" → Select " Semester registration status inquiry".</p>	<p>Zhongyang Registrar : 11102, 11103 or 11134</p> <p>Jianguo Registrar : 22318(Junior College), 22366(Bachelor r)</p> <p>Jieren Academic Affairs Office : 31150</p> <p>Zhongyang Cashier : 11323 or 11324</p> <p>Jianguo Cashier : 22229</p>
Extending Study Period	<p>1. To complete registration, students who take extended studies must pay due fees within the time limit.</p> <p>2. Relevant fees for extended studies: Junior College & Undergraduate students taking no more than nine credit units during the extended study period need only pay credit fees; those who take ten credit units or more must pay the full tuition and fees.</p> <p>3. During their extended study period, students who take only classes offered by other educational institutions still need to print out the tuition & fees bill and only pay the Student Accident Insurance premium to complete the registration process.</p>	<p>Zhongyang Registrar : 11102, 11103 or 11134</p> <p>Jianguo Registrar : 22318(Junior College), 22366(Bachelor r)</p> <p>Zhongyang Cashier : 11323 or 11324</p> <p>Jianguo</p>

After the First Day of Classes			Cashier : 22229
	Paying Fees Related to Credit Units (For students taking extended studies, graduate students taking certain courses, or those who take professional education courses.)	<p>1. After the add/drop period, the Curriculum Group will notify students, the students' academic advisers (or faculty advisers), and the head of each department/institute/program to review course selection-related matters in the third week after the first day of classes.</p> <p>(1) If necessary, before the end of the fifth week after the beginning of the semester, faculty members and students may ask Curriculum staff for change(s) or correction(s).</p> <p>(2) Otherwise, the University will consider that students and faculty members have accepted the results of course selection.</p> <p>2. Under the following circumstances, students must pay their credit unit fees. Courses are considered dropped if students do not make the payment within the prescribed time limit.</p> <p>(1) Junior College & Undergraduate students taking no more than nine credit units during their extended study period may only pay credit fees; those who take ten or more credit units should pay the total tuition and fees.</p> <p>(2) Doctoral students who take one credit unit or more of the master's or undergraduate course(s).</p> <p>(3) Master's students who take one credit unit or more of the undergraduate course(s).</p> <p>(4) Students who take one credit unit or more of professional education course(s) provided by the Center for Teacher Education.</p> <p>3. Fees per credit unit:</p> <p>(1) NT\$800 for professional education courses.</p> <p>(2) NT\$1,280 for junior college courses.</p> <p>(3) NT\$1,300 for other undergraduate courses.</p> <p>(4) NT\$1,500 for graduate courses.</p> <p>For details, students may:</p> <p style="padding-left: 40px;">Access TCU homepage → Go to "Accounting Office" → Select "Tuition and Fees."</p> <p style="padding-left: 40px;">Access TCU 首頁 homepage → Go to "會計處 Accounting Office" → Select "學雜費收費標準網頁 Tuition and Fees."</p> <p>4. Access current course list or weekly class schedule:</p> <p style="padding-left: 40px;">[TCU Homepage] → [Students] → [iCAN] → [Academic Affairs Services] → [Course Selection] → [Current Course List] → [Weekly Class Schedule].</p> <p style="padding-left: 40px;">[TCU Homepage] → 學生 [Students] → [iCAN] → [Services] → [Course Info.] → [Course Details] → 選課清單 [Weekly Class Schedule]</p>	Zhongyang Curriculum : 11106, 11107, or 11131 Jianguo Curriculum : 22461 or 22432 Jieren Curriculum : 31150

◎Application for taking a leave of absence:

1. Deadlines:

- (1) When applying for the current semester, the deadline is one week before final exam week.
- (2) When applying for the new semester, the final application day is the first day of classes. If students miss the deadline, they must complete enrollment before submitting their application.

2. The date leave of absence will take effect:

It will take effect from the University president's approval date.

3. Students who fail to complete the requirements of exit procedures within three weeks after the effective date are subject to the provisions deemed as leave of absence from school.

◎For any questions, please get in touch with the relevant offices.

Registrar Section of the Office of Academic Affairs

Notes:

1. Registration stamp affixation on Student ID Cards:

- (1) The submission period is within one month after the first day of classes.
The representative of each junior college or undergraduate or graduate class should collect the student ID cards of the whole class for affixation of the registration stamp.
- (2) Submission locations:
 - a. Zhongyang Campus : Registrar
 - b. Jianguo Campus : Registrar
 - c. Jieren Campus: The Academic Affairs counter located at the Administrative Office
- (3) It will take about one hour to affix stamps for the entire class.
- (4) Students who cannot have their student ID cards stamped along with their peers should do it individually at the Registrar's. It will take around two hours.

2. Due to their delayed registration, if something happens and students do not have any insurance coverage, they must bear full responsibility.

3. Students who intend to apply for taking a leave of absence in Spring 2025 must complete the required procedures on or before February 17, 2025, so these students do not need to register for the semester.

- (1) If the application has not been approved on or before February 17, 2025, students must complete registration and apply for leave of absence.
- (2) In case students fail to register within two weeks after February 17, 2025, the University will follow Article 34 of the TCU Academic Policies to require students discontinue their studies.

4. For the latest updates, please refer to the websites of the Registrar Group and Curriculum Group, in the Office of Academic Affairs; and the Life Guidance Group, in the Office of Student Affairs.