

# 靜宜大學教務處 通知

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受文者：全體學生、學院、系（所、班、學位學程）、中心、室主任及秘書、國際暨兩岸事務處

發文日期：中華民國 111 年 12 月 12 日

發文字號：靜教綜字第 11100086 號

速別：普通件

密等及解密條件或保密期限：普通

附件：附件一

主 旨：111 學年度第 2 學期學生註冊各相關配合事項，敬請 查照。

說 明：

- 一、111 學年度第 2 學期開學日為 112 年 2 月 13 日，學生應於開學日前完成繳費及選課手續，始視同完成註冊，未如期繳交學雜費或完成選課者，皆視同註冊手續未完成，依學則相關規定應予退學或休學，請詳見附件一之註冊說明。
- 二、繳費截止日為 112 年 2 月 12 日，其他繳費程序及規定，請詳見附件一之繳費說明。
- 三、申辦就學貸款者，請依附件一之申辦就學貸款說明辦理。
- 四、申辦各類學生就學優待減免者，請依本校 111 學年度第 1 學期行事曆規定期間內至「e校園服務網」上網登錄，其他就學優待減免程序及規定，請詳見附件一之申辦各類學生就學優待減免說明。
- 五、在學役男如有下列情形，請務必於開學三日內至軍訓室辦理資料異動，俾利兵役作業正確性。
  1. 戶籍變更，請務必繳交身分證影本。
  2. 若體檢判定為免役體位，請繳交免役證明書。
  3. 若已役畢(含利用兩年暑假完成常備兵役分階段軍事訓練者)，請繳交役畢證明或退伍令影本。替代役役畢者請繳交替代役退役證明書或已訓證明書。
  4. 復學同學請主動告知上述兵役狀況。尚有兵役義務或役畢尚未除役者，請主動告知，以利辦理緩徵及儘後召集。
  5. 延畢生若於 3 月 13 日前尚未完成註冊手續者，軍訓室將無法取得正確之延畢生資料，於開學一個月內申辦役男緩徵或後備軍人儘後召集，一切責任延畢生須自負。
- 六、寒假行政上班日期依人事室公告。1 月 19 日至 2 月 1 日為春節全校休假。

正本：全體學生、學院、系（所、班、學位學程）、中心、室主任及秘書、國際暨兩岸事務處

副本：教務處、綜合業務組、生活輔導組、住宿服務組、諮商暨健康中心、軍訓室、出納組

教務長

鄭志文

**一、註冊說明：**

1. 依學則第二十九條第一項第一款第一目規定，學生完成下列手續，即完成註冊：
  - (1) 依繳費單所定期限內繳交學雜費。
  - (2) 於加退選截止日內辦妥選課。
2. 若逾期未辦妥選課者，將依學則第十七條第一項第六款第二目予以休學。
3. 若逾期未繳交學雜費者，將依學則第十九條第一項第二款予以退學。
4. 上述 2、3 項休、退學者皆需依學則第十六條規定收取學雜費。
5. 於 112 年 2 月 10 日(開學日前)自行辦竣休學或退學者，不需繳納 111 學年度第 2 學期學雜費。
6. 延畢生註冊選課日：112 年 2 月 6 日。
7. 變更地址者，即日起至 111 年 12 月 22 日止，至綜合業務組網頁下載列印「[0501-在校生更改地址申請單](#)」填寫後臨櫃申辦。
8. 104 學年度起，學生證已免加蓋註冊章如需中文在學證明，方式如下：
  - (1) 學生證影本加蓋註冊章：完成繳費後，持學生證正本與正反面影本至綜合業務組加蓋註冊章戳，視同在學證明。
  - (2) 自動繳費列印機：
    - A. 至文興樓 1F 大門或至善樓東門使用『全功能成績列印自動化繳費機』付款申請，現場取件。
    - B. 至主顧樓 1F 使用『教務文件自助列印 POS 系統』付款申請，現場取件。
  - (3) e 校園服務網：登入後點選「各類系統功能」→點選「教務」→「申請教務文件」→選擇中文在學證明書項目，申請暨付款成功後，半個工作天後至文興樓 2F 綜合業務組櫃台領取。
9. 如有註冊疑問，請於學校上班時間，電洽綜合業務組(校內分機 11111-11122)。

**二、繳費說明：**

1. 為落實節能減碳響應環保愛地球，學雜費繳費單將不寄送紙本，請同學自行上網列印繳費單或利用網路線上繳費。  
開放繳費日期：112 年 1 月 6 日上午 9：00 起。
2. 繳費單取得方式：
  - (1) 靜宜大學首頁→[學雜費專區](#)→學雜費查詢及繳費單列印。
  - (2) 第一銀行網站→[第 e 學雜費入口網](#)→選擇靜宜大學→輸入學號及身分驗證碼(生日西元年月日後 6 碼)。
  - (3) 利用手機或平板電腦繳費→請安裝 [靜宜大學] APP→點選 [MyPU]→登入後點選[學雜費繳費單]。
3. 繳費方式：

繳費選擇 (請擇一)	說明	手續費	查詢繳費狀況 (入帳天數)
臨櫃繳交 (現金)	請持繳費單至第一銀行分行臨櫃繳費	0 元	隔天
金融卡 (ATM) 轉帳	1.選擇【繳費】，勿選轉帳。 2.輸入第一銀行代號【007】 3.輸入【存戶編號(轉入帳號)】 4.輸入【繳款金額】 *學雜費、課外活動費及資訊技能認證費用繳款單【存戶編號(轉入帳號)】代號不同，不可合併匯款	非跨行 0 元 跨行 16 元	隔天

信用卡繳費 (請擇一)	(1)第一銀行 <a href="#">第 e 學雜費入口網</a> ： 輸入【學號】及 6 碼【驗證碼】 (驗證碼為生日西元年末 2 碼+月 2 碼+日 2 碼)  (2)中國信託銀行 <a href="#">i 繳費</a> 平台： 點選【學費/信用卡繳學費】，輸 入學校代號【8814600440】 並輸入繳費單上之【存戶編號 (轉入帳號)】	依各發卡銀行 規定	3 個工作日
超商繳費	請持繳費單或下載靜宜大學 APP 持 手機條碼，至統一、全家、萊爾富、 OK 超商門市繳款	2 萬以下：10 元  逾 2 萬至 4 萬： 15 元  逾 4 萬至 6 萬： 18 元  逾 6 萬：不代收	7 個工作日

4. 列印繳費證明：

- (1) 登入學校首頁→學雜費專區→學雜費繳費證明列印。
- (2) e 校園服務網→學雜費繳費證明列印

5. **開學前辦竣休、退學者，免交 111 學年度第 2 學期學雜費；自開學日 (112 年 2 月 13 日) 起休、退學者規定如下，惟各作業僅於本校上班時間內受理申請：**

- (1). **112 年 3 月 27 日(一)前**辦竣休、退學者，退還已繳學雜各費三分之二。
- (2). **112 年 5 月 10 日(三)前**辦竣休、退學者，退還已繳學雜各費三分之一。
- (3). **112 年 5 月 11 日(四)以後**辦理休退學者，不予退任何費用。

6. 其餘相關訊息，請於學校上班時間，電洽出納組(校內分機 11310、11313、11314)，或請至出納組網頁查詢 <https://dob.pu.edu.tw/>。

**三、申辦就學貸款說明：**

1. 在校生及已完成選課之延畢生，請於 **112 年 1 月 15 日起**至學校首頁列印繳費單，在完成學校「e 校園服務網」上網登錄及台銀對保後，於 **112 年 2 月 10 日前**將台銀對保單第 2 聯以掛號郵寄(或親自繳交)至生活輔導組。
2. 需選課之延畢生，請於 **112 年 2 月 6 日選課後**，電話聯絡出納組更新資料庫並列印最新繳費單，在完成學校「e 校園服務網」上網登錄及台銀對保後，於 **112 年 2 月 10 日前**將台銀對保單第 2 聯以掛號郵寄(或親自繳交)至生活輔導組。
3. **逾期未交對保單第二聯，視同未完成註冊手續，將依本校學則第 29 條規定予以限期辦理休學，逾期不辦休學則應予退學。**
4. 請維護自身信用，就學貸款並不是政府給予學生之贈與款項，亦非福利補助，而只是一種優惠貸款。要注意維護信用以免影響日後在國內、國外之就業或就學機會。
5. 如有就貸問題，請於學校上班時間，電洽生活輔導組(校內分機 11212)。

**四、申辦各類學生就學優待減免說明：**

未於第一階段(111/12/12-26)辦理減免者，請於**第二階段(112/01/09-02/07)**至「e 校園服務網」上網登錄，並檢附申請表及證明文件至生活輔導組，詳細申請說明請見生活輔導組網頁→就學優待減免，或來電詢問生活輔導組(校內分機 11214)。

# Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu,  
Taichung 433-303, Taiwan  
Case Officer: Guo, Huey-Shiuan  
e-mail: hsguo@pu.edu.tw  
Phone: 886-4-26328001 ext.11117

To: All Students, Heads and Secretaries of all Colleges, Departments (Institutes, Classes, Degree Program),  
Centers, Offices, and OIA

Date: December 12, 2022

Ref. No.:Jing-Jiao-Jung No. 11100086

Priority: Regular

Classification: Regular

Attachment: Attachment 1

## Subject: Student Registration for 2022-23AY 2<sup>nd</sup> Semester

Descriptions:

1. The classes of 2022-23AY 2<sup>nd</sup> Semester begin on February 13, 2023. All students are required to complete their registration by making payment and course registration before the date. Late payment or course registration will be considered as incomplete registration and will face mandatory withdrawal or suspension of studies in accordance with the stipulation of the *University Academic Regulations*. For details, please see the Registration in Attachment 1
2. The deadline for payment is February 12, 2023. Please see Making Payment in Attachment 1 for details.
3. For Student Loan, please see Student Loan in Attachment 1 for details.
4. For various financial assistance, please follow the university calendar of 2022-23AY 1<sup>st</sup> Semester and go to e-Campus to register online. For the procedure and regulations on other financial assistance, please see the Financial Assistance in Attachment 1.
5. Within three days after the classes begin, registered male students of conscription age should proceed to the Military Education to update your status to ensure the accuracy of military draft operation.
  - (1) Your personal ID must be presented for verification if there is a change in household registration.
  - (2) If the physical examination concluded that the subject male student is exempt from the draft, please submit your Certificate of Military Service Exemption.
  - (3) If the student has completed the military service (including those who have completed the military training of the standing military service in two years during the summer break), please submit a photo copy of the service completion certificate or the discharge order.  
Those who have completed the substitute service shall submit the substitute service discharge certificate or the certificate of training.
  - (4) Students who are resuming their studies, please take the initiative to inform the above military service status, Those who are still obligated to military service or have not yet been discharged after serving, please take the initiative to inform the Military Education staff so that they can apply for deferment.
  - (5) For the deferred graduation students who have not completed the registration procedure before March 13, the Military Education Office will not have the access to the correct information of the deferred graduation students and cannot apply for them the determent of drafts within one month after the classes begin. In this case, the subject students will be hold fully responsible for it.
6. The service dates for administrative units follow the announcement of the Personnel Office. The University is closed for Chinese New Year holidays from January 19 to February 1, 2023.

Original: All Students, Heads and Secretaries of all Colleges, Departments (Institutes, Classes, Degree Program), Centers,  
Offices, and OIA

Copies: Office of Academic Affairs; Div. of R&C; Div. of Student Assistance; Div. of Student Housing; Counseling and Health  
Center, Office of Military Education, Cashier's

PROVOST



## 1. Registration

- (1) In accordance with Item 1, Subparagraph 1, Paragraph 1, Article 29 of the [University Academic Regulations](#), a student completes the registration upon the completion of the following procedures:
  - Make payment for the tuition and fees before deadline specified in the payment slip.
  - Complete course registration before the deadline for Drop/Add.
- (2) In accordance with Item 2, Subparagraph 6, Paragraph 1, Article 17 of the *University Academic Regulations*, those who failed to complete the course registration by the deadline shall be placed under Suspension of Studies.
- (3) In accordance with Subparagraph 2, Paragraph 1, Article 19 of the *University Academic Regulations*, those who failed to make full payment for tuition and fees shall be placed under mandatory withdrawal of studies.
- (4) In accordance with Article 16 of the *University Academic Regulations*, those placed under Suspension/Withdrawal of Studies in the prescribed items 2 and 3 shall still make payment for the tuition and fees.
- (5) The students who self-applied and complete for Suspension/Withdrawal of Studies before February 10, 2023 (before the classes begin) are not required to make payment for tuition and fees for 2022-23AY 2<sup>nd</sup> Semester.
- (6) The course registration date for the students of deferred graduation who are yet to complete their course registration: **February 6, 2023**.
- (7) To change your address, please go to the webpage of the Div. of R&C before **December 22, 2022** and download the "[0501-Application for Address Change by Current Students](#)" and process it over the counter of Div. R&C.
- (8) **Effective 2015-16AY**, the registration stamp is no longer required on the Student ID. If a student needs a certificate of study, please proceed as follows:
  - A "Registered" stamp on Student ID: After making the full payment, bring the original copy and the photo copy of the both sides of Student ID to the Div. of R&C for stamping. It is equivalent to a certificate of study.
  - Automatic Payment Machines
    - A. Make payment and collect the printout of document from the automatic payment machine at the entrance of 1F, BK Hall or East Entrance of Zhi Shan Hall.
    - B. Make payment and collect the printout of document at the POS System for academic documents at the 1F of Providence Hall.
  - E-Campus: Log into to e-Campus and select Systems→Academic Affairs→Academic documents→select "English Certificate of Study" and make payment. Collect your documents at the Div. of R&C at 2F, BK Hall after half of working day.
- (9) For any question regarding registration issues, please phone the Div. of R&C at ext. 11111-11122 during office hours.

## 2. Payment

- (1) **For ecological reasons, printed payment slip will no longer be mailed to the students. Please go online and print your payment slip or make your payment online.**  
Open for making payment: **Effective 9:00am, January 6, 2023.**
- (2) How to obtain the payment slip:
  - PU homepage→[Tuition and Fees](#)→Tuition and Fees enquiries and printout of payment slip.
  - First Bank homepage→[e-Tuition portal](#)→select "Providence University"→key in your student number and ID verification code (the last 6 digits of your birth date).
  - Mobile phone or Tablet→install Providence University APP→select [MyPU]→log in and select "Tuition and Fees payment slip"



## (3) Methods of making payment

Options (Choose 1)	Descriptions	Service charge	Status check (days after payment)
Over the counter (Cash)	Make payment at First Bank with the payment slip.	NT\$0	The following day
ATM Transfer	1. Select "Payment", not "Transfer". 2. Key in First Bank code: 007 3. Key in "Recipient's account no." 4. Key in the amount * Tuition and Extra Curriculum Fees, and Information Skill Certificate use different recipient's codes. Please process them separately.	Non-interbank NT\$0  Interbank NT\$16	The following day
Credit Cards (Choose 1)	(1) First Bank <a href="#">e-Tuition portal</a> : Key in "Student No." and the 6-digit "Verification Code" (the last 6 digits of your birthdate: yy-mm-dd). (2) CTBC <a href="#">i-Payment</a> platform: Select "Tuition/Payment by credit cards", key in the University code "8814600440" and key in the "recipient's account number".	Pending on the regulations of the issuing banks	3 working days
Convenient Stores	Please bring the payment slip or the bar code of PU App on your mobile phones and make payment at the 7-11, Family Mart, Hi-Life, and OK outlets.	NT\$10: under 20,000  NT15: 20,000-40,000  NT18: 40,000-60,000  No service for amount over 60,000.	7 working days

## (4) To print the proof of payment

- Log in to the University homepage → Tuition and Fees → printout of proof of payment
- e-Campus → printout of proof of payment for tuition and fees

(5) **There is no tuition and fees charged for 2022-23AY 2<sup>nd</sup> Semester on those who complete the procedure for suspension or withdrawal of studies before the classes begin. The schedule for those who apply for suspension or withdrawal of studies after the classes begin on February 13, 2023 is as follows. All these services will be provided during office hours only.**

- Complete the suspension/withdrawal procedure **before Monday, March 27, 2023**, two-thirds of the paid tuition and fees will be refunded.
- Complete the suspension/withdrawal procedure **before Wednesday, May 10, 2023**, one-third of the paid tuition and fees will be refunded.
- Complete the suspension/withdrawal of studies procedure **after Thursday, May 11, 2023**, no refund will be made.

(6) For other related information, please phone the Div. of R&C (ext. 11310, 11313, 11314) during office hours, or enquire on the webpage of [Cashier's Office](#).

**3. Student Loan (Not applicable to Foreign Students)**

**4. Financial Assistance (Not applicable to Foreign Students)**