**Tuition Management Regulations**

Students are required to register and pay the yearly tuition fee according to school calendar. Students are also required to pay their tuition fee prior to registering. According to the “General College Student Management Regulations”, unregistered students are not permitted to select courses or earn grades. All registration procedures should be carried out in the registration center, and as a result, the registration center seal is the only valid proof of registration (all other seals or symbols are invalid).

The following applies to students who are returning to school after a temporary absence:

(1) If an undergraduate student who has already paid tuition and accommodation fees and has asked for temporary absence from school during the first semester is transferred into a lower grade when returning to school (meaning his/her studies will be administered with students entering the university in a following year/semester), he/she must pay tuition at the same fee standard as that of the lower grade; prior fees paid will be deducted from the balance due. If a student has asked for temporary absence during the second semester and upon returning to school has then been transferred to a lower grade, his/her tuition fees will also be the same as that of the lower grade, but prior fees paid will not be deducted.

(2) If an undergraduate student who has paid the tuition fees and asked for temporary absence from school is not transferred to a different grade upon returning to school (regardless of semester), there is no need for them to pay additional tuition fees.

The starting date of a temporary absence or date of withdrawal will be determined according to the official date of the student's departure from school. If fees payable are not paid in total, relevant procedures shall not be carried out.

(3) Graduate students must pay their tuition fees consecutively for each year of their studies, regardless of any temporary absences from school.

Rules for refund of tuition fees are as follows:

(1) Rule scope

This rule applies to all students whose enrolled status has been canceled or who are unable to continue their studies for some other reason. Students requesting refund of tuition must provide the original payment receipt and proof of withdrawal issued by the relevant administrative department.

(2) Portion refunded

According to Tianjin Price Bureau and Tianjin Education Committee regulations, undergraduate and graduate students enrolled through the national entrance examination process who have withdrawn from school will be refunded the entire tuition fee if they have withdrawn before school opens; half of the tuition fee if they have withdrawn during the first semester; and none of the tuition fee if they have withdrawn during the second semester.