

Apart from the rules, policies and regulations explained beneath, it is of the utmost importance to regularly check the bulletin boards in the vicinity of the classrooms and of the Chinese Language Center Office. It is each student's personal responsibility to read the announcements on those boards. All changes to the following policies will be announced to our students on the bulletin boards.

Rules Regarding Courses

1.	In accordance with the regulations of the Ministry of Education, students are required to carry a minimum course load of 15 hours per week.
2.	Students are required to take the required courses of the level that best suits their Chinese language proficiency. Those who have studied before or have prior skills in the language must take part in the placement test.
3.	Once the appropriate level has been decided upon, students have to take all consecutive levels in the designed order. In order to skip a level the student must take part in an Advancement Test covering the level intended to skip; the student must score higher than 75 to pass and advance. The date of the test will be posted or announced by bulletin board or the teachers
4.	Elective courses can be chosen from the same level as the required course or from the preceding or following level. Students select these electives on their personal Course Selection form. For electives that differ more than one level, students need to obtain the signature of both the teacher of the course in question and need to explain the reason(s) for this choice
5.	The Course Selection Form with both required and elective courses marked, must be handed in to the Chinese Language Center Office before the end of the add/drop period (i.e. one week after the beginning of classes)
6.	If an elective course cannot be opened because there is not sufficient interest (8 or more students), students who originally chose that course will have an additional two working days to decide on which other elective(s) they want to add to their class schedule if their total number of weekly hours does not add up to twelve and/or they want to switch to another elective.
7.	If a student realizes within two weeks of the course selection period that the required course is too difficult, the student can transfer down to the level below.
8.	Students have to select the life and cultural courses per term. Only the attendance from these courses won't be recorded.
9.	Failure to hand in the completed Course Selection Form timely (i.e. before the end of the add/drop period) may result in cancellation of the registration without refund.

10.	During the add/drop period students are free to attend any elective classes they have an interest in (they must attend the required class and section they have been assigned to)..
11.	After the add/drop period, auditing classes is not allowed for whatever reason. No changes to the student's class schedule will be allowed after the add/drop period
12.	Students with average term grades below 70% will not be allowed to continue to the next level but will have to repeat the courses from the same level.
13.	Students must not violate any law or school regulation.
14.	<p>Students will not be allowed to register for the next term under the following circumstances, with forfeit of paid tuition:</p> <ul style="list-style-type: none"> a. With accumulated absences in excess of a quarter (1/4) of the student's course load. b. When the student's personal attitude and/or behavior strongly affects the class in a negative way.
15.	<p>Students will be expelled from the Chinese Language Center under the following circumstances, with forfeit of paid tuition:</p> <ul style="list-style-type: none"> a. With behavior inside or outside the classroom that affects the Chinese Language Center's image and reputation. b. When Chinese Language Center property is intentionally destroyed c. When committing serious offenses against Feng Chia University school regulations or against ROC laws. d. Working without work permit.

Attendance Policy

1.	Arriving in class more than 15 minutes late and/or leaving class 15 minutes early will be regarded as an unexcused absence. The teacher will be responsible for taking attendance within 15 minutes from the start of class.
2.	Cultural courses are required for all students, so absence from these courses will be counted in the total of absences.
3.	Participation in the weekly Service Hours is not mandatory.
4.	A list of total hours of each student's absence will be posted on the bulletin boards each month. Students have one week after the announcement to contact the office to make corrections to the list.
5.	Excessive unexcused absenteeism will result in required withdrawal from the Program without refund. Students who have accumulated absences in excess of a quarter (1/4) of their course load will not be granted permission to apply for the next term and no documents for visa extension will be issued. Absence due to "official leave" may be excluded. All fees (tuition, insurance etc) paid in advance will be forfeited and under no circumstance refundable or transferable

Leave of Absence

1.	Students can ask for leave for a number of reasons, but for each excused absence, students should fill out a Request for Leave form, have it signed by the teacher(s) of the class(es) they miss and hand it back to the Language Center Office
2.	Personal leave may be obtained by submitting a Request for Leave form, including the signature from the instructor to the Language Center Office
3.	The form for sick leave should be submitted to the office within one week of the last day of absence. For sick leave of more than three working days, documentary proof from a physician or hospital should be presented
4.	For the above mentioned types of leave, students cannot miss more than an accumulative total of 1/4 of their course-load per term
5.	To ask for business leave (student represents FCU), the request should be made in advance. Business leave can be obtained by submitting a written request including the instructor's signature to the Language Center Office. An excess of 10 hours is considered personal leave
6.	Students may ask for mourning leave for up to thirty calendar days, (i.e. including Saturdays and Sundays), due to the death of an

	immediate family member. Documentary evidence should be presented to obtain approval
7.	Students who need to leave the country because they entered the country much earlier than the beginning of a term and therefore are about to reach the end of the maximum two 2-month extensions, may apply for a visa extension leave . There is a maximum of 7 calendar days allowed for this kind of leave. An excess of 7 days is considered personal leave
8.	Absence due to business, mourning and/or visa extension leave will not be counted in the total number of hours that is stated on the Enrollment and Attendance Certificate, issued for visa extension and ARC application
9.	When students have been absent for more than a grand total of a quarter (1/4) of their course load per term (not including business, mourning and/or visa extension leave), they will not be granted permission to apply for the next term and no documents for visa extension will be issued. All fees paid in advance for among others tuition, insurance, etc. will be forfeited. Such fees will under no circumstance be refundable or transferable




Documents

The Language Center will issue a **Student ID Card** on the 20th of your first term. You are required to pay a deposit of NT\$500, which you can get back at the end of your stay *as long as you provide us with your receipt*. In case of loss of the Student ID card, a NT\$ 300 new-card-fee is required.

The Language Center will issue your **Insurance Card** approximately one month after the first registration. Students will be notified on the bulletin boards that the cards are ready. In case of loss of the insurance card, a NT\$ 50 service fee is required.



If students need any other documents to be issued by the Language Center, they must fill out a **Document Request Form** at the reception desk and pick up the document after one working day.

Such documents include the following:

-  **Enrollment and Attendance Certificate**
(visa extension; resident visa application; ARC issuance; re-entry permit application)
-  **Certificate of Completion and Transcript** (optional)
-  **Record of Studies** (optional)

Upon successful completion of one or more levels, students can apply for a **Certificate of Completion** in English and Chinese.

A **Record of Studies** will be issued instead if any of the following conditions apply:

-  failing to take a minimum of ten hours a week
-  accumulated unexcused absences in excess of 15 hours

- 🚫 having missed classes for more than 1/4 of your course-load during one term
- 🚫 failing half of the courses per term
- 🚫 assuming illegal employment
- 🚫 committing any form of misconduct

Applicants for the Certificate of Completion should provide a self-addressed stamped envelope if they want the Language Center to mail out the certificate.

If you apply for a Certificate of Completion or for a Record of Studies as an former student of the Center and in your home country, don't forget to mention clearly the period that you studied at the Center and if possible your student number.

