

上海出版印刷高等专科学校文件

沪版高专〔2021〕38号

关于印发《上海出版印刷高等专科学校 国际学生（非学历生）收费管理办法》的通知

校内各部门：

经校长办公会审议、党委会审定，现将《上海出版印刷高等专科学校国际学生（非学历生）收费管理办法》印发给你们，请遵照执行。



上海出版印刷高等专科学校

2021年5月12日

上海出版印刷高等专科学校 国际学生（非学历生）收费管理办法

为进一步加强我校国际学生（非学历生）收费管理工作，规范学校国际学生收费行为，根据教育部、公安部、外交部《学校招收和培养国际学生管理办法》（第42号令）、教育部《来华留学高等教育规范（试行）的通知》（教外〔2018〕50号）和上海市教委、市发展改革委、市财政局《关于进一步做好本市公办高等学校自主确定自费来华留学生收费标准有关工作的通知》（沪教委财〔2021〕3号）有关规定，结合学校实际情况，特制定本办法。

第一条 收费类别

学校向国际学生（非学历生）收取报名费、学费、住宿费。

报名费为国际学生（非学历生）报名后向学校预缴的费用，在注册缴纳学费时抵扣相应学费。

学费、住宿费属于行政事业性收费。学校财务处收到后，向国际学生开具上海市高等教育学杂费电子收据，学生根据需要可自行打印。

第二条 收费货币及方式

所有国际学生（非学历生）收费按人民币计算收缴。

国际学生可通过现金支付、银联卡刷卡、银行转账汇款或网上支付等方式交费，境外汇款等银行收取的手续费由学生本人承担。

第三条 管理原则

学校收缴的国际学生（非学历生）学费、住宿费及时缴入上海市财政专户，实行“收支两条线”管理。

国际学生（非学历生）学费实行“先交费后注册”的管理原则；住宿费按“先交费后住宿”的原则进行管理。

学校国际学生（非学历生）收费执行收费公示制度，通过公示栏、学校门户网站等方式，将收费项目、收费标准、投诉电话等内容向社会公示。

第四条 收缴管理

（一）报名费

报名费按初始报名 500 元预收，后续继续学习不再收取；报名费在注册缴纳学费时，抵扣相应学费。

如因学校原因不开班，报名费按原缴费渠道全额退还；如因学生本人原因未报到入学，报名费已用于办理材料审核等，不予退还。

（二）学费

学费标准由学校依照办学成本、办学质量、需求情况等因素自主确定，相关信息报送市教委、市发展改革委、市财政局。

我校国际学生（非学历生）学费按每学年人民币 7000 元收缴，学期生按每学期人民币 3500 元收缴。缴费确有困难的，经本人申请，国际交流处（国际教育中心）及分管校领导审批，学费可分期缴纳。

（三）住宿费

住宿费标准由学校综合考虑实际成本、住宿条件和本市经济发展水平等因素自主确定，相关信息报送市教委、市发展改革委、市财政局。

我校国际学生（非学历生）住宿费根据不同住宿条件收费标准不同，学年生按如下具体标准按学年收缴：1 人间，人民币 10000 元/人/学年；2 人间，人民币 7000 元/人/学年；3 人间，人民币 5000 元/人/学年。学期生参照以上标准，按学期收取，每学期住宿费为学年标准的一半。缴费确有困难的，经本人申请，国际交流处（国际教育中心）及分管校领导审批，住宿费可分期缴纳。

第五条 退费

国际学生（非学历生）因实际情况发生退学的，学校应根据实际学习和住宿情况退还已收取的相应学费、住宿费。

（一）退费计算

学费。按每学年 9 个月、每学期 4.5 个月计算，以国际学生（非学历生）正式完成退学退费审批手续日期为准。按自然月计算退费。

1.1 已正式注册入学后，开学两周内完成退学退费申请的，全额

退还已收取的学费。

1.2 已正式注册入学后，两周后完成退学退费申请的，不足一月按月计收学费，退还剩余已收学费。

住宿费。按每学年9个月、每学期4.5个月计算，以国际学生（非学历生）正式完成办理退学退费审批手续日期为准，按自然月计算退费。

2.1 已正式注册入学后，累计住宿不足15天的，退还全部已收住宿费。

2.2 已正式注册入学后，累计住宿超过15天的，按自然月计算退费。退费当月住宿不足15天的，当月不计收住宿费；退费当月住宿达到及超过15天的，当月全额收取住宿费，退还剩余已收住宿费。

（二）退费程序

1. 国际学生（非学历生）退学、退费需办理正式的申请审批手续，由学生本人申请，经国际交流处（国际教育中心）、后勤保卫处、校领导等审批后，将材料递交财务处审核方完成。

2. 退费之前尚有欠费的，必须先缴清欠费。

（三）退费渠道

1. 如国际学生（非学历生）申请退费的相应学费、住宿费学校尚未上缴财政专户，则由学校财务处在二周内退还至国际学生银行卡。

2. 如国际学生（非学历生）申请退费的相应学费、住宿费已上缴财政专户，则由学校财务处向国库申请退费，由国库按照相应程序退

还至国际学生银行卡。

第六条 特殊事项

1. 国际学生（非学历生）住宿按照不同的住宿条件实行差异化收费，先订先得，先付后用，学校视房源情况对国际学生住宿进行统一安排，如因学校安排未住满的，实际住宿学生按每人标准收费。

2. 寒暑假不收取住宿费，原则上寒暑假不提供住宿。如特殊困难，确需住宿的，由国际学生（非学历生）提出书面申请，经国际交流处（国际教育中心）审核同意后方可住宿，不收取寒暑假住宿费。

第七条 附则

本办法由学校财务处和国际交流处（国际教育中心）负责解释。

本办法自发布之日起执行。

Shanghai Publishing and Printing College

Methods for Managing the Fee-collecting of International Students (Non-degree Students)

To further improve the management of the fee-collecting of international students (non-degree students), standardize the behavior to collect international students' fees, this *Methods* is hereby formulated according to the actual condition of the college and the following documents: a) *Methods for Managing the Recruitment and Education of International Students in Universities and Colleges* (No.42th Order) of the Ministry of Education, the Ministry of Public Security, and the Ministry of Foreign Affairs; b) *Quality Standards of Higher Education for International Students (Trial Version)* (JW[2018]No.50) of the Ministry of Education; c) *Notice on Carrying Forward the Job - Public Colleges and Universities in Shanghai Determine the Fee-collecting Standards of Self-sponsored International Students on Their Own* (HJCW[2021]No.3) of Shanghai Municipal Education Commission, Shanghai Municipal Development & Reform Commission, and Shanghai Municipal Finance Bureau.

Article I Categories of fees

The college will collect enrollment fee, tuition fee, and accommodation fee from international students (non-degree students).

The enrollment fee is the fee prepaid to the college by the international students (non-degree students) after they enroll at the college. When they register at the college and pay the tuition, the fee will be used to offset the corresponding amount of the tuition fee (it does not mean that all of the tuition fee will be offset, because the tuition fee will be higher than the enrollment fee, it means that only a small portion of the tuition fee that is equal to the enrollment fee will be offset by the enrollment fee).

The tuition fee and accommodation fee are administrative fee. After the Finance Office has received the fee, it will issue an electronic receipt (Receipt of Tuition and Miscellaneous Fees for Higher Education in Shanghai), students can print it if they want.

Article II Payment currency and methods

All international students (non-degree students) pay in CNY.

International students can pay in cash, with China Union Pay Card, via bank transfer or online payment. The fees collected by the bank for overseas remittance will be borne by the student.

Article III Principles of management

The tuition fee and accommodation fee collected from the international students (non-degree students) by the college will be turned over to the special account of the financial authority of Shanghai, to manage the income and expenditure separately.

International students (non-degree students) will have to pay fees before they register at the college, and have to pay fees before they move in the apartment.

As regards the fee-collecting of international students (non-degree students), a public announcement system will be introduced (namely the details of the fees will be made public). The items of charge, standards of charge, phone number for complaint, etc. will be made public on the bulletin board, the college's web portals, etc.

Article IV Management of collection and payment

(I) Enrollment fee

The enrollment fee is CNY 500. It is prepaid. It is paid when you enroll at the college. It is not necessary to pay it again if you study at the college continuously (namely in the second semester or third semester you don't have to pay it again). When registering at the college and pay the tuition fee, the enrollment fee will be used to offset the corresponding

amount of the tuition fee (it does not mean that all of the tuition fee will be offset, because the tuition fee will be higher than the enrollment fee, it means that only a small portion of the tuition fee that is equal to the enrollment fee will be offset by the enrollment fee).

If the course is canceled on account of the college, the enrollment fee will be fully refunded via the original means of payment; if the student fails to report their arrival at the college and start school for personal reasons, the enrollment fee has already been used for material assessment and will not be refunded.

(II) Tuition fee

The tuition fee standard is determined by the college according to the following factors: cost of running the course, quality of education, course demands, etc. The relevant information will be submitted to Shanghai Municipal Education Commission, Shanghai Municipal Development & Reform Commission, and Shanghai Municipal Finance Bureau.

The international students (non-degree students) in our college will pay CNY 7,000 annually as the tuition fee, semester students will pay CNY 3,500 as the tuition for each semester. If the student indeed has difficulty paying the fee, he can apply for payment by installments, and after the examination and approval of the International Office (Institute of International Education) and the leaders of the school, he can pay by

installments.

(III) Accommodation fee

The accommodation fee is determined by the college according to the actual costs, accommodation conditions and the economic development level of Shanghai. Relevant information will be submitted to Shanghai Municipal Education Commission, Shanghai Municipal Development & Reform Commission, and Shanghai Municipal Finance Bureau.

The accommodation fee of international students (non-degree students) in our college varies according to different accommodation conditions. The academic year students pay annually according to the following standards: a) 1 student room: CNY 10,000/student/academic year; b) 2-student room: CNY 7,000/student/academic year; c) 3-student room: CNY 5,000/student/academic year. Semester students will pay semesterly according to the above standards, and pay half of the academic year accommodation fee described above. If the student has any difficulty paying the accommodation fee, he can apply for payment by installments, and after the examination and approval of the International Office (Institute of International Education) and the leaders of the school, he can pay by installments.

Article V Refund

If international students (non-degree students) discontinue their schooling due to factors occurred in real life, the college will give them a partial refund of the tuition fee and accommodation fee (after deducting the fee they should pay for their days studying at the college and living in the International Student Apartment).

(I) Calculation of the refund

Tuition fee: the tuition fee will be calculated according to 9 months for each academic year and 4.5 months for each semester; subject to the date when international students (non-degree students) complete the formalities for the examination and approval of the application for discontinuing/refund. The refund is calculated according to natural month.

1.1 After officially registering at the college, if the school discontinuing/refund application is completed within 2 weeks after the start of the new semester, a full refund will be processed.

1.2 After officially registering at the college, if the school discontinuing/refund application is completed after two weeks after the start of the new semester, and if the days between the registering and approval of school discontinuing/refund application are less than one month, then the fee for the whole month will have to be paid, and the rest of the tuition fee will be refunded.

Accommodation fee: the accommodation fee will be calculated according to 9 months for each academic year and 4.5 months for each semester; subject to the date when international students (non-degree students) complete the formalities for the examination and approval of the application for discontinuing/refund. The refund is calculated according to natural month.

2.1 After registering at the college and starting school officially, if the total days living in the International Student Apartment are less than 15 days, a full refund of the accommodation fee will be processed.

2.2 After registering at the college and starting school officially, the refund will be calculated according to natural month: if, in that month, the student lives less than 15 days in the apartment, the fee of that month does not need to be paid; if, in that month, the student lives more than 15 days in the apartment, the fee of that month will have to be paid, and the rest of the accommodation fee collected will be refunded.

(II) Refund procedure

1. If international students (non-degree students) want to discontinue their schooling and ask for a refund, they have to go through the formal formalities of application, examination and approval. The student makes an application, after the examination and approval of the International Office (Institute of International Education), Logistics and Security Office,

college leaders, etc., the materials will be submitted to the Finance Office for examination and approval, and then the procedure will be completed.

2. If the student has unpaid fees before the refund, he must pay the unpaid fees first.

(III) Channels of refund

1. If the tuition fee and accommodation fee that the international student (non-degree student) applied for a refund for has not yet been turned over to the special account of the financial authority of Shanghai, the Finance Office will give the fee back to the international student's bank card within 2 weeks.

2. If the tuition fee and accommodation fee that the international student (non-degree student) applied for a refund for has been turned over to the special account of the financial authority of Shanghai, the Finance Office will apply for a refund at the National Treasury, then the National Treasury will give the fee back to the international student's bank card according to corresponding procedures.

Article VI Special items

1. The accommodation of the international students' (non-degree students) is charged in a differentiated fashion according to different accommodation conditions. the students who book them first will be

offered a room first; the apartment rooms must be paid before moving in. The college will make overall accommodation arrangements for international students according to the room supply condition of the college. If not all rooms are occupied, then the students living in the room will pay according to the standards of charge for each student.

2. During the summer and winter holidays, there is no need to pay for the accommodation. In principle, no accommodation will be provided during the summer and winter holidays. If international students (non-degree students) need the accommodation due to special difficulty, they have to submit a written application, and live in the apartment after the examination and approval of the International Office (Institute of International Education), no fee will have to be paid during the summer and winter holidays.

Article VII Supplementary Articles

The *Methods* is interpreted by the Finance Office and International Office (Institute of International Education) of the college.

The *Methods* will be put into execution upon the date of release.

校长办公室

2021年5月21日印发
