

# 國立中興大學學生生活助學金實施辦法

## National Chung Hsing University Regulations Governing the Implementation of Student Living Stipend

96.12.5 第332次行政會議通過

December 5, 2007 Passed by the 332nd Administrative Meeting

98.11.25 第348次行政會議修正通過

November 25, 2009 amended at the 348th Administrative Meeting

99.11.24 第358次行政會議修正通過

November 24, 2010 amended at the 358th Administrative Meeting

100.09.07 第364次行政會議修正通過

September 7, 2011 amended at the 364th Administrative Meeting

101.5.2 第370次擴大行政會議修正通過

May 2, 2012 amended at the 370th Expanded Administrative Meeting

104.9.16 第394次擴大行政會議修正通過全文

September 16, 2015 All articles amended at the 394th Expanded Administrative Meeting

105.6.15 第400次行政會議修正通過（第8條）

June 15, 2016 (Article 8) amended at the 400th Administrative Meeting

105.9.7 第401次行政會議修正通過（第8條、第9條之2）

September 7, 2016 (Articles 8 and 9-2) amended at the 401st Administrative Meeting

106.2.15 第405次行政會議修正通過（第2條、第9條之2）

February 15, 2017 (Articles 2 and 9-2) amended at the 405th Administrative Meeting

106.9.6 第409次行政會議修正通過（第7、11條、新增第10條）

September 6, 2017 (Articles 7 and 11, addition of Article 10) amended at the 409th Administrative

Meeting

107.5.23 第415次行政會議修正通過（第8、9條、第9條之1）

May 23, 2018 (Articles 8, 9, and 9-1) amended at the 415th Administrative Meeting

107.12.26 第421次行政會議修正通過（第8條）

December 26, 2018 (Article 8) amended at the 421st Administrative Meeting

**第一條** 國立中興大學（以下簡稱本校）為執行教育部辦理「大專校院弱勢學生助學計畫」，落實照顧弱勢學生，規劃具公共性、公益性及發展性之生活服務學習活動，以培養其獨立自主精神，厚植畢業後就業及就學能力，特訂定本辦法。

**Article 1** The National Chung Hsing University (hereinafter referred to as the University) has formulated these Regulations in conjunction with the Financial Aid Project for Economically Disadvantaged Students in Higher Education under the Ministry of Education in order to give care to disadvantaged students so that they are able to participate in work-study undertakings that encompass publicness, public welfare and development; foster a spirit that advocates independence; and cultivate skills and capabilities for future employment and further studies after graduation.

**第二條** 本辦法之經費來源由「學生公費及獎助學金」經費項下勻支。本校成立生活助學金管理委員會，管理本項經費。

**Article 2** The student living stipend under these Regulations shall be financed by the remaining balances of the public funds and grants for students. The

University has established the Management Committee of Student Living Stipend to oversee related matters.

第三條 本辦法之執行單位為學生事務處。執行單位應於每年年底之生活助學金管理委員會會議中提出決議次年度各行政及教學單位之助學金經費預算分配。但遇臨時特殊狀況需預算分配外經費支援，須簽請校長核准後始能使用。

Article 3 The implementation unit for these Regulations is the Office of Student Affairs, of which, it shall propose the annual student living stipend budget allocation to each administrative and academic unit at the Management Committee Meeting held at the end of each year. In case of special circumstances requiring additional funds beyond the budget allocation, approval from the President shall be obtained before such funding may be used.

第四條 申請資格與必備文件：

Article 4 Eligibility and required documents for application:

- 一、 具有本校學籍者可申請，以家庭年收入較低或家庭現況困難者優先考量。
  - I. Persons with student status at the University may apply. Priority shall be given to individuals with low annual household income or unfavorable household circumstances.
- 二、 有下列情形之一者，不得申請：
  - II. Persons with any of the following situations may not apply:
    - (一) 休學、退學及轉離本校者。
      - (I) Students who suspend their studies, or drop out, or transfer to another university.
      - (II) Students who study in an education promotional class, in-service education program, credit program, industrial master program, or distance learning program.
    - (二) 就讀本校推廣教育班、在職班、學分班、產業碩士專班與遠距教學者。
  - 三、 家庭年所得 70 萬元以下及前一學期學業成績平均達 60 分以上者，可申請保障名額，保障名額人數依該年度經費決定。保障名額以家庭年收入較低者優先，若遇家庭年所得相同者，以學業成績較高者優先，不具戶籍登記之中華民國國民不得申請保障名額。
    - III. Students from households with annual income of less than NT\$700,000 and an average grades of over 60 for the preceding semester may apply for reserved places. The total reserved quota shall be subject to the amount of funding for the year. Persons from households with low annual income shall be prioritized for reserved places; if two or more applicants have the same annual household income, the person with the highest school grades shall have the highest priority. ROC citizens without a household registration may not apply for a reserved place.
  - 四、 前開家庭年所得之應計列人口：
    - IV. Income from the following persons shall be counted as part of the aforementioned household income:

(一) 學生本人、學生父母或法定監護人；學生已婚者，加計其配偶。  
(I) The student, the student's parents or statutory guardians; the student's spouse shall be counted if the student is married.

(二) 若學生配偶、父母或法定監護人離異、失聯、家暴困境或服刑等情事者可不計列。  
(II) If the student's spouse, parents, or statutory guardians are divorced, or uncontactable, or involved in domestic violence, or serving a prison sentence, such persons need not to be counted.

第五條 (刪除)

Article 5 (Revoked)

第六條 (刪除)

Article 6 (Revoked)

第七條 學生生活服務學習原則：

Article 7 Principles of work-study undertakings:

一、範圍：協助行政及教學業務、環境維護、社會服務及其他公共性、公益性及發展性之服務學習活動，但不得具危險性及影響正常課業學習。

I. Scope: To assist in administrative or teaching undertakings, environmental maintenance, social service, or other service learning activities encompassing publicness, public welfare and development. However, such undertakings may not be hazardous or interfere with regular studies or learning.

二、每週學習時數以 8 小時為上限，每月不得超過 30 小時。學習單位可依學生需求與課表，自行調配學生生活服務學習時間；學生若臨時有事無法於指導員排定的時間學習，須事先告知擇期補作且不得無故缺席。

II. Weekly work time shall be limited to 8 hours, and may not exceed 30 hours per month. The study units may make adjustments to the students' work-study undertakings according to their respective needs and class schedule. If a student cannot work during the time slot designated by his or her instructor, the student must notify the instructor in advance and arrange a make-up time, and may not be absent without decent reason.

三、學習單位以一單位為限，各單位指導員應輔導學生生活服務學習，並依學生出席狀況、態度及成效實施考核。

III. Student shall be under one unit only for their work-study undertakings, to which instructors shall provide guidance to students and evaluate them based on their attendance, attitude, and implementation effectiveness.

四、未依規定完成生活服務學習時數或經學習單位考核不及格者，可取消生活服務學習資格。

IV. Students who fail to complete mandatory work-study hours in accordance with regulations or fail the evaluation shall lose their work-study eligibility.

第八條 申請程序：

Article 8 Application procedures:

一、申請保障名額者：每年 10 月份至生活助學金系統申請下年度生活助學金，線上申請完成後，請於 5 日內檢附家庭所得證明(學生與父母)、全家戶口名簿影本或電子戶籍謄本、前學校最後一學期成績單(僅轉學生與新生必備)至生輔組，查驗後歸還資料。每年申請一次，以核定之年度為有效期間。拒絕分發學習者，除有正當理由外，視同棄權。

I. Application for reserved places: The application for the student living stipend for the following year may be made online during October each year. After completing the online application, please submit the proof of household income (of the student and parents), photocopy of the household certificate or an electronic copy of the household certificate transcript, and a transcript for the preceding semester at the previous university/school (only necessary for transfer students and first-year students) to the Student Life Division within five days. These documents shall be returned to the students upon verification. Only one application may be made each year, and the application shall be valid until the end of the year approved. Rejection of allocation of work-study undertakings without a valid reason shall be deemed as forfeiture.

二、申請一般名額者：請至生活助學金系統申請，申請完成後，由各單位視學生意願及修課情形安排生活服務學習，並按月發給助學金 6,000 元，但當月考核不及格者下個月起不發給助學金。生活學習生申請資料保留至當年年底，若在當年度 12 月 31 日前未被學習單位進用者，隔年須重新申請。

II. Application for regular places: Please apply for the student living stipend online. After an application has been completed, each unit shall arrange for the work-study undertakings according to the students' wishes and class schedule, and provide a stipend of NT\$6,000 to the students. However, those who fail their monthly evaluation shall not receive the stipend starting from the following month. The application documents shall be retained until the end of the current year; if a student has not been allocated to any study unit by December 31 of the current year, he/she must re-apply in the following year.

第九條 各學習單位應於每月月底前完成線上核銷程序，俾便執行單位辦理助學金發放事宜。

Article 9 Each study unit shall complete the claim procedures online by the end of each month to facilitate the disbursement of stipend by the implementation unit.

第九條之一 (刪除)

Article 9-1 (Revoked)

第九條之二 第一學期畢業者，生活服務學習期限為 1 月 31 日；第二學期畢業者，生活服務學習期限為 7 月 31 日。

Article 9-2 For those graduating in the first semester, the work-study undertakings shall end on January 31; for those graduating in the second semester, the work-study undertakings shall end on July 31.

第十條 各學習單位進用身心障礙學生擔任生活學習生時，應參考身心障礙者權益保障法提供身障者多元支持之相關規定精神，並依特殊教育相關辦法及身心障礙學生個別化支持計畫相關措施辦理。

Article 10 All study units shall refer to the spirit of the People with Disabilities Rights Protection Act in providing diverse support to individuals with disabilities when engaging them in work-study undertakings, as well as handling such cases pursuant to related special education regulations and individualized support plans for students with disabilities.

第十一條 本辦法經行政會議通過後實施，修正時亦同。

Article 11 These Regulations shall be passed for implementation by the Administrative Meeting. The same shall be applicable to any amendment hereto.