

# National Chung Hsing University Implementation Regulations of Financial Aid for Student Living Expenses

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- Article 1 National Chung Hsing University (hereinafter referred to as "NCHU") has promulgated the Regulations responding to "The Financial Aid Project for Financially Disadvantaged University and College Students" proposed by the Ministry of Education in order to take care for disadvantaged students. In this project, service learning activities are planned with publicness, public interest and developmental living for cultivating the spirit of independence and fostering the students' ability to work and study after graduation.
- Article 2 The funding in the Regulations shall be covered evenly from "public funding for students and scholarship/grant" items. NCHU has established the Management Committee of Financial Aid for Student Living Expenses to manage the expenditures.
- Article 3 The implementing unit for the Regulations is the Office of Student Affairs, which shall propose financial aid budget allocation for each administrative and academic unit annually at the Management Committee Meeting held at the end of each year. In case of special circumstances requiring additional funds from the budget allocation, please ask for approval of the application from president before such funding may be used.
- Article 4 Qualifications and required documents for application:
1. Persons with student status at NCHU may apply. Priority will be given to the individual with low annual household income or current unfavorable household circumstances.
  2. Applications cannot be made in any of the following situations:
    - (1) Student who drops out the school.  
Student who is suspended/ dismissed from the school.  
Student who transfers to another school.
    - (2) Student who studies in an extension/continuing education program, in-service education program, university credit program, industrial master degree program, or distance learning program.
  3. Student from households with annual income of less than NT\$700,000 and average school grades of over 60 points during the previous semester may apply for reserved places, which will be determined by the amount of funding for the year. Persons with the lowest household income will have highest priority for reserved places; if two or more applicants have the same annual household income, the person with the highest school grades will have highest priority. ROC citizens without a registered domicile may not apply for a reserved place.

4. The following persons should be counted when providing the aforementioned household income:
  - (1) The student, student's parents or statutory guardians; the student's spouse should be counted if the student is married.
  - (2) If the student's spouse, parents, or statutory guardians are divorced or are no longer in contact, or if there is domestic violence, or if such a person is serving a prison sentence, that person does not need to be counted.

Article 5 (deleted)

Article 6 (deleted)

Article 7 Principles of Student life service learning:

1. Scope: To assist administrative and academic undertakings, environmental maintenance, social service, and other service learning activities with publicness, public interest and developmental living, which cannot be hazardous or interfere with normal in-class study.
2. Weekly study time shall be limited to 8 hours, and may not exceed 30 hours per month. Students may adjust their life service learning time in accordance with indicated needs and class schedule. If a student cannot study during the time arranged 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.
3. Student will be limited to one unit, which instructors shall guide students in life service learning and evaluate students based on their attendance, attitude, and implementation effectiveness.
4. Student who fails to complete mandatory learning hours in accordance with regulations or fails to pass evaluations shall lose their qualification.

Article 8 Application procedures:

1. Application for reserved places: Application for financial aid of following year may be made through online system during October of each year. After completing online application, please submit the official list of household income (including student and parents), photocopy of Household Certificate or Online Household Registration Transcript, and the transcript of last semester at his or her previous school (only necessary for transfer students and new students) to the Division of Student Life within 5 days. These materials will be returned to the student after verification. Only one application may be made each year for a student, and applications shall be valid until the end of the approved year. Learners who reject to learn at the distributed unit without legitimate reason shall lost their application right.
2. Application for general places: Please apply through online system. After an application has been completed, each study unit shall arrange life service learning in accordance with the student's wishes and class enrollment, and will also provide NT\$6,000 monthly financial aid. However, those who fail their monthly evaluation shall not receive financial aid starting from the following month. Application materials shall be held until the end of the current year; if a student has not been distributed to any study unit by December 31 of the current year, the student must re-apply during the following year.

Article 9 Each study unit shall complete online expense verification procedures by the end of each month, which will facilitate the issuance of financial aid.

Article 9-1 (deleted)

Article 9-2 For those graduating in the first semester, the life service learning deadline shall be January 31; for those graduating in the second semester, the life service learning deadline shall be July 31.

Article 10 All study units shall refer to the spirit of the Persons with Disabilities Rights Protection Act to concern the provision of various types of support to individuals with disabilities as life learning students, and shall comply with the related Special Education Regulations and Individualized Support Plans.

Article 11 The Regulations and subsequent amendments come into effect upon approval by the **Aministrative Meeting**.