

慈濟學校財團法人慈濟科技大學學生急難救助金實施辦法

中華民國 84 年 1 月 18 日
第 59 次行政會議訂定
中華民國 104 年 9 月 9 日
第 160 次行政會議第 6 次修訂

- 第一條 為協助家境突遭變故之本校學生完成學業，特定本辦法。
- 第二條 急難救助學金來源由學生事務處課外活動指導組及進修推廣部學務組每年編列預算辦理。
- 第三條 本校學生在學期間有下列情形之一者，得依程序申請急難助學金：
一、家庭發生意外變故，致經濟發生困難者。
二、本人發生意外事件，致重傷或重病影響學習，急需經濟資助者。
三、其他急難事件，經認定需給予經濟資助者。
- 第四條 本助學金以不定期發給為原則，同一事由申請補助以一次為限，並依下列原則給予補助。
一、雙親家庭學生因負擔家庭生計者死亡、發生重大傷病等原因，且另一方確無工作收入者，最高補助金額新臺幣壹萬元為原則。
二、單親家庭學生因負擔家庭生計者死亡、發生重大傷病等原因，致使家庭經濟陷於困境者，最高補助金額新臺幣壹萬伍仟元為原則。
三、父母雙方死亡或學生發生意外死亡者，最高補助新臺幣貳萬元為原則。
四、其他急難事件並經家訪證實者，得視情況酌發適當救助金或給予其他救助。
- 第五條 申請手續：
一、凡本校學生符合本辦法第三條各款之情形者，得由本人或導師、輔導教官上網至學生資訊系統填寫學生急難救助金申請書暨同意書並列印之，檢附相關證明文件繳交至學生事務處課外活動指導組，會請導師與人文室填寫訪談意見。
二、相關證明文件如下：
（一）三個月內之全戶戶籍謄本正本(含申請人及其父母，如戶籍不同者，需分別檢附，備註欄不得省略)。
（二）重大事故證明資料影本，如疾病診斷書、死亡診斷書、醫療或喪葬費用收據影本、重大災害證明等（無則免附）。
- 第六條 審查程序：

一、學期初：

(一)初審：由學生事務處課外活動指導組加註初審意見，提請複審。

(二)複審：經本校學生獎助學金審查委員會審定後發給之。

二、學期中：

申請之案件由人文室及該班導師加註初審意見，複審由學生事務處課外活動指導組審定，奉陳校長核定後發給之。

第七條 本辦法經行政會議通過，陳請校長核定後公告施行，修訂時亦同。

Implementation Regulations for the Student Emergency Allowance, Tzu Chi University of Science and Technology

Established in the 59th Administration Meeting, January 18, 1995

6th Amendment in the 160th Administration Meeting, September 9, 2015

- Article 1 The present regulations are established to assist students of the University who encounter family emergencies in completing their course of study.
- Article 2 The Student Emergency Allowance is budgeted annually by the Student Activity Guidance Division of the Office of Student Affairs and the Student Affairs Section of the Continuing Education Division.
- Article 3 Students encountering any of the following situation during schooling may apply for the Student Emergency Allowance:
1. Family members encountering accidents, resulting in financial difficulties.
 2. Student encountering an accident that results in severe injury or illness, which affects his/her learning and requires financial aid.
 3. Student reviewed as requiring financial aid following other emergencies.
- Article 4 The present allowance is disbursed on an irregular basis, and is granted to students once for each event in accordance with the following principles:
1. Students of two-parent families supporting his/her family's livelihood due to encountering death; on principle, a maximum of NT\$10,000 is provided as financial aid if the parents are confirmed to be unemployed.
 2. Students of single-parent families encountering death, severe injury, or illness that created financial difficulties for the family; on principle, a maximum of NT\$5,000 is provided as financial aid.
 3. Students with deceased parents or encountering accidents resulting in death; on principle, a maximum of NT\$10,000 is provided as financial aid.
 4. Other emergency events confirmed through home visits may be eligible for financial aid or other forms of assistance as per individual situations.
- Article 5 Application procedures:
1. Students satisfying the criteria listed in Article 3 of the present regulations may apply for the present allowance online themselves or through the academic advisor and counselling military instructor by filling out the

application form through the Student Information System. The application form is printed, attached with relevant documents of proof, and submitted to the Student Activity Guidance Division of the Office of Student Affairs. Subsequently, advice from and interviews with the academic advisor and Office of Humanities will be sought.

2. Supporting documents of proof are as follows:

- (1) Original copy of the Household Registration Transcript of the entire household for the last 3 months; the transcripts of the other households are required if the individuals are listed in separate households, and the remarks column may not be left blank.
- (2) Copies of documents proving a major accident, such as a certificate of diagnosis, death certificates, copy of funeral cost receipts, or certification of major accident (these do not need to be attached if not available).

Article 6 Review procedure:

1. Beginning of semester:

- (1) First review: reviewed by the Student Activity Guidance Division of the Office of Student Affairs with remarks and submitted for a second review.
- (2) Second review: the allowance will be disbursed following the review by and approval of the Scholarship/Financial Aid Committee.

2. Mid-semester:

The case student's application is submitted with remarks from the Office of Humanities and academic advisor from the first review to the Student Activity Guidance Division for a second review, and then to the University President Office for approval and disbursement of the allowance.

Article 7 The present regulations shall be implemented upon approval by an Administration meeting and the approval of and promulgation by the president; the same applies for amendments.