

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.