

NCHU Department of Business Administration Guidelines of Applying Emergency Assistance Grant

Enacted in Departmental Affairs Meeting on Jan. 10th, 2013

Article 1: The guidelines are formulated in accordance with the “NCHU Department of Business Administration Guidelines for Applying Emergency Assistance Grant” to assist students who have serious financial problem owing to family or personal incidents or difficulties.

Article 2: The funding source for this assistance grant comes from various parties’ donations specifically for the department’s scholarships and grants. Donation-related matters will be handled by the department in accordance with established procedures.

Article 3: Eligibility Criteria

A student can apply for the grant in accordance with the guidelines under the following conditions:

- (1) Students face difficulties in pursuing education due to financial hardship.
- (2) Student is hospitalized owing to injury or illness and unable to pay the medical expenditure because of family financial difficulties.
- (3) His / Her family experiences an unexpected crisis, resulting in financial hardship.
- (4) Students who meet unexpected incidences that require aid.

Article 4: Amount of grant

The maximal grant is NT\$ 70,000 and is limited to be applied once for per situation.

Article 5: Application Procedure:

Applications are accepted at any time. The application form should be completed by the student or their advisor, and relevant documents should be submitted to the department office. After review and approval by an evaluation committee composed of the department head and undergraduate advisors, the issuance will proceed.

Article 6: Upon completion of the review, the applicant shall be notified of the result. The department will record the information and submit following administrative procedures for processing and depositing into the student's account.

Article 7: The present guidelines and any amendments shall be implemented after being passed by the Departmental Affairs Meeting and approved by NCHU President.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.

Personal data collected in this form will be retained. The data might be used in educational or training purposes. Without obtaining the prior consent of the person, the data shall not be used for any other purpose, and shall provide to other third party. When handling personal information, shall follow the Privacy Policy and Security controls of NCHU.

NCHU Department of Business Administration
Application Form of Emergency Assistance Grant

YYYY/MM/DD: _____ / _____ / _____

Grade	<input type="checkbox"/> PhD ___ grade <input type="checkbox"/> Master ___ grade <input type="checkbox"/> Bachelor ___ grade	Name		Student ID	
E-mail			Phone Number		
Summary of Application Reasons	(If the space is not enough, extra paper will be accepted.)				
Advisor					
Chairperson of Department					

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