

Implementation will be started from the secondary semester of 2013 academic year.

Providence University

Low-income Students Aid Funds Implementation Regulation

Amended and approved by the administration meeting on Dec. 18, 2013

Article 1

In order to help the students with low-income family circumstances of the University to have their assuring studies in school, the University provides the necessary assistance to the students with economic difficulties for enabling their smoothly completion of studies. Accordingly, the Providence University has established this regulation.

Article 2

The applicants: the school students with low-income family circumstances of the University.

Article 3

The source of budgeting expenditures will be disbursed from the income of tuition and sundry fees for the management.

Article 4 The Amount and Quota of Aid Fund:

- (1) The amount of aid fund will be ranged from NT\$5,000 to NT\$50,000.
- (2) The quota will be determined by the Review Committee depending on the annual year application amount of persons. If the applicants are in excessive amount, then it will be admitted according to the proportions of persons in individual colleges and the priority array students with low-income family circumstances.

Article 5 The Review Committee:

- (1) Initial review: The application Data will be compiled and reviewed initially by the

Living Counseling Office and the built-up qualified name list together with the application data will be submitted for the double review of Low-income Students Aid Fund Review Committee.

- (2) Double-review meeting: the Dean of the Office of Students Affairs will be the convener and assemble the Low-income Students Aid Fund Review Committee together with one representative on behalf of the Dean of the Office of Academic Affairs and the Dean of individual Colleges respectively as well as the Director of the Accounting Office conduct the double-review of initial reviewed data and execute the approval of Aid Fund amount.

Article 6 Review Items:

The average academic achievement in the last semester of the application students should be reached more than 60. And, the review will be conducted by the Class tutors and Heads of individual Departments as well as the Deans of individual Colleges according to the practical requirements of students and their family situations. The priority orders are as the followings:

- (1) Both parents were dead and need to work by part-time to maintain the living.
- (2) The breadwinner was disabled due to injury or dead.
- (3) Both parents have no works due to losing their jobs (or business failure), or there is family member who needs a huge amount of medical fees.
- (4) Single-parent family with low-income family circumstance barely maintains the living which is the factually in truth after the investigation.
- (5) Have brother or sister who is studying in the University at the same time and the family is in low-income circumstance.
- (6) Those who have other special reasons with specific fact or have economic difficulties needing helps.

Article 7

The applicants should attach with the following data:

- (1) The application form (as shown in the attached table).

- (2) The student transcript (academic achievement) of last semester (the new student should submit the photocopy of Student ID card).
- (3) Received Government Low-Income Household Certificate or other relevant evidence documents (Overseas Chinese Students/Foreign Students are exempted for submission).
- (4) Household Certificate (Overseas Chinese Students/Foreign Students should submit the photocopy of Residence Permit) and the cover-page photocopy of Post Office Passbook.
- (5) Overseas Chinese Students/Foreign Students shall attach with the low-income certified document which is approved by the Office of International and Cross-Strait Affairs.

Article 8 Management Time:

- (1) The admissible duration of this Aid Fund is from October 1st to 31th in every year. Those overdue applications will be inadmissible for management.
- (2) For those with major family incident suddenly happened, unable to bear the tuition and sundry fees, or special cases, they can apply by means of special cases for the management without being limited by the previous mentioned management duration.

Article 9 Application procedure:

- (1) The applicants should prepare the application form and relevant evidence document(s) in well within the application duration and should be recommended by the relevant unit or teacher, and must submit for the opinion endorsement of Class Tutor, Department Head, and Dean of the College respectively; after then, submitting the application to the Living Counseling Office of the Office of Students Affairs.
- (2) The Living Counseling Office should compile and execute the initial review and submit for the double-review of Review Committee and then, being approved by the University President for the announcement of awarded name list.
- (3) After the approved decision, please the Office of General Affairs to disburse the fund into the Post Office Account of students by the transfer way.

Article 10

This regulation will be adopted by the administration meeting and then published by the University President for its implementation as well as the same during amendment.