

Providence University

Schooling-Aid Services Implementation Regulation for Low-income Students

Amended and approved by the administration meeting on April 2, 2014
(Will be implemented retroactively since Jan. 1, 2014)

Article 1

In order to help the University students to develop their independent spirits, to solve their low-income family circumstances or emergencies, and to use in supporting various kinds of student appropriate undertaking works which are conducted by the University via the Schooling-Aid Services, the Providence University has established this regulation according to the Work-Study Aid Fund Essentials issued by the Ministry of Education and the Students Schooling-Aid Regulation made by the University.

Article 2 The Applicants:

- (1) All the low-income students who are schooling in this University without their residence registered in the Mainland China will be considered in priority.
- (2) Those who have the service willingness and working enthusiasm as well as have special professional skills.

Article 3 Schooling-Aid Services Scope:

- (1) The general services of individual teaching or administrative units in this University.
- (2) For the specific professional and labor services, the works should be limited not to impede the academic, physical, and mental developments of students.

Article 4

When appointing the schooling-aid students, it should be complied with the following principles:

- (1) The indigenous students with low-income family circumstances.
- (2) The students who are in a low-income family or have an urgent emergency family circumstance.

- (3) Those students have directly-related family members who are unable to make their livings or have special difficulties of family circumstances.
- (4) The students of medium/low-income families who have special professional skills.

Article 5 Schooling-Aid Wages and Obligations:

- (1) The Aid-Fund payment standards of Schooling-Aid services:

It should be complied with the basic hourly wage which is published by the Ministry of Labor for the students of general administrative services. The Sports Room lifeguards and health instructors should be paid by the basic hourly wage plus NT\$22 per hour; and those school police traffic-directing students should be paid by the basic hourly wage plus NT\$12 per hour.

- (2) The service students should execute their missions according to the working ranges of appointed units. The students can find other agents by themselves when they cannot execute their works due to accidents or some reasons and have approved by the directors of their working units.
- (3) For those students with ineffective workings, the individual appointed units should stop their services and select alternatively others for the services.
- (4) The monthly service hours in the weekdays of the students are limited with 80 hours. And those for winter and summer vacations (January ~ February, July ~ August, respectively) are limited with 140 hours.
- (5) For those special situations needing the adjustments of service hours which are met by the individual units, they should be adopted by the Students Schooling-Aid Services Management Committee and then can be implemented.

Article 6 Sources of Budgeting Expenditures:

- (1) The Private Schools Work-Study Aid-Fund which is granted by the Ministry of Education.
- (2) Student Scholarships or Aid Fund which are counted by certain proportions of the tuitions and sundry fees according to the regulations published by the Ministry of Education.

Article 7 Service Quotas of Low-income Schooling-Aid Services:

- (1) The schooling-aid service quotas of indigenous students will be managed according to the Providence University Indigenous Student Schooling-Aid Service Wages Operation Regulation.
- (2) The service quotas and budget of individual teaching and administrative units will be implemented after adopted by the meetings of Students Schooling-Aid Services Management Committee and Budget Committee. The individual units should select the schooling-aid service students according to the regulations made by this Regulation.
- (3) In the situations that temporarily needing the schooling-aid students for emergent missions, the appointing units can execute the implementations after the approvals of the University President or select the voluntary personnel to assist the missions.

Article 8

The organization and duties of the Students Schooling-Aid Services Management Committee:

- (1) The University has established the Students Schooling-Aid Services Management Committee, and the Dean of the Office of Student Affairs is the convener, the Director of the Living Counseling Office is the executive secretary. The convener is in charge of being the moderator during the meeting time of Committee.
- (2) The Students Schooling-Aid Services Management Committee is consisted of the following personnel:
 - (a) Ex-officio members: the Dean of the Office of Student Affairs, the Director of the Personnel Office, the Director of Accounting Office, and the Deans of individual Colleges are the Ex-officio representatives.
 - (b) Administrative unit members: the Offices of Academic Affairs, General Affairs, Computer and Communication Center, and Library delegate one representative, respectively.
 - (c) Student members: the Student Autonomous Association & Council delegates one student cadre and one student who is participating practically in the schooling-aid service affair, respectively.
- (3) The management Committee should call the meeting for once in each semester to review the service student quotas of individual units as well as to supervise and to review the execution

situations of schooling-aid services. If having any indiscriminate using or appointment which is not subjected to the original application work in the ordinary time, the temporary meeting of Management Committee for review can be held by the convener depending on the requirement or the proposal made by quarter of the Committee members.

Article 9

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.