**Regulations for Applying for Student Assistance Grants in the Department of Chemical Engineering,**

**National Chung Hsing University**

September 10, 2010 Approved in a special department meeting

January 11, 2012 Revised and approved in a department meeting

February 27, 2019 Revised and approved in a department meeting (Amended Articles V and VII)

February 15, 2023 Revised and approved in a department meeting (Amended Article II)

I. **Purpose:** To assist undergraduate and graduate students of the Department of Chemical Engineering in overcoming financial difficulties during their studies and to encourage academic diligence, this assistance grant has been established.

II. **Amount:** Each recipient may receive up to NT$50,000 per year in principle.

III. **Eligibility:**

1. Applicants must be currently enrolled undergraduate or graduate students in the Department of Chemical Engineering. Students who have extended their studies or are on leave of absence are not eligible.
2. Academic requirements:

**Undergraduate students:** A minimum average academic score of 60 or above for the previous two semesters.

**Graduate students:** A minimum average academic score of 70 or above for the previous two semesters.

IV. **Application Period:** Applications are accepted annually from December 15 to December 31. In cases of urgent or unexpected hardship, applications may be submitted and reviewed at any time.

V. **Required Documents for Application:**

1. One application form (please download and print from the department's website, do not alter the format).
2. One copy of the latest household income certification from the National Tax Bureau.
3. Academic performance records for the previous two semesters.

VI. **Review:** To be handled by the convener of the Department of Chemical Engineering's Undergraduate Affairs Committee and Graduate Institute Committee.

VII. If the number of applicants exceeds the budget, the subsidy tiers will be referenced as follows:

|  |  |  |
| --- | --- | --- |
| Eligibility - Family Annual Income (Tiers) | | Annual Subsidy Points |
| Level 1 | Below 300,000 | 6 |
| Level 2 | Over 300,000 to 400,000 | 5 |
| Level 3 | Over 400,000 to 500,000 | 4 |
| Level 4 | Over 500,000 to 600,000 | 3 |
| Level 5 | Over 600,000 to 700,000 | 2 |

**Note**:

1. The subsidy amount per point and the eligibility for application are determined by the review committee.

VIII. The regulations will be implemented after being approved by the department meeting, and the same applies to any revisions.國立中興大學化學工程學系學生助學金申請表

Student Financial Aid Application Form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學生姓名  Name |  | | | 學號  StudentID |  | | 年級  Grade | |  | |
| 學業成績  Academic Performance | 前兩學期學業平均： 分(Average Academic Performance of the Last Two Semesters) | | | | | | | | | |
| 戶籍地址  Registered Address |  | | | | | | | | | |
| 通訊地址 | E-mail： | | | | | | | | | |
| 聯絡電話  Contact Number | 住宅： 手機：  (Phone Number) (Mobile Number) | | | | | | | | | |
| 家庭狀況  Family Status | 單親Single Parent：□是YES；□否NO。  父Father：□存Alive；□歿Deceased。  母Mother：□存Alive；□歿Deceased。 | | | | | | | | | |
| 共同  生活  親屬  （ 人）  Family members living together | 稱謂  Title | 姓名  Name | 現況Employment Status  (Employment; unemployed;  enrolled in school) | | | 工作單位  Work unit | | 職稱  Job title | | 行動電話  Phone number |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
|  |  | □就業Employment；□Unemployed或or□在學Studying | | |  | |  | |  |
| 附件  Attachment | 1.國稅局全戶最新所得證明文件：□有；□無(原因： )  (Latest income certification document from the National Taxation Bureau for the entire household.)  2.前兩學期學業成績證明。(Proof of academic performance for the last two semesters.)  3.是否已申請其他獎助學金：(Applied for any other scholarships or financial aid?)  □是(單位、名稱、金額： ）；  □否  ※建議先申請其他單位(校內、外)獎助學金。It is recommended to first apply for scholarships or financial aid from other organizations (both on-campus and off-campus). | | | | | | | | | |
| 家庭狀況  簡 述  Family Situation |  | | | | | | | | | |
| 導師意見  Advisor's Remarks | 導師簽名Sign： | | | | | | | | | |
| 審查意見及結果  Review Comments and Results | □通過補助金額： 元。(Approved Subsidy Amount)  □未獲補助(Not Approved for Subsidy) | | | | | | | | | |

大學部事務召集人簽名：

(Signature of the Undergraduate Affairs Coordinator)

研究所事務召集人簽名：

(Signature of the Graduate Affairs Coordinator)

系主任（簽章）：

(Department Chair “Signature”)