

Department of Chemistry, National Sun Yat-sen University
Regulations for Using Funds Raised as Student Low Income Relief Fund

Established and approved at the 7th department affairs meeting for Academic Year 2018 on 5/21/2019

Article 1 Rationale

The Department of Chemistry's Regulations for Using Funds Raised as Student Low Income Relief Fund (hereinafter referred to as the Regulations) are established to encourage students of the Department who are unable to afford tuition and other related expenses due to special financial problems faced by their families and subsequent hardships in life or due to low-income families to continue pursuing their studies.

Article 2

All donations received under the Regulations shall be used as low income relief fund for students of the Department.

Article 3

The fund is obtained through fundraising by the Department on an irregular basis, and shall be solely used for the designated purpose.

Article 4 Eligibility

Only the students from low-income families who enroll in the undergraduate, master's, and doctoral programs at the Department are eligible to apply. Any doctoral students who work full-time on or off campus shall not apply for the fund.

Article 5 Application period

The period announced by the department office every year shall prevail.

Article 6 How to apply

Applicants shall fill out an application form (see the appendix; the form may be obtained from the staff in charge at the department office) and submit the same along with the following application materials to the staff in charge at the department office prior to the specified deadline. Late applications will not be accepted.

- (1) An original full academic transcript;
- (2) Proof of low-income status issued by the government (not proof of indigence issued by a village chief);
- (3) Other documents useful for a review.

Article 7 Quota

The quota will be adjusted according to the funds raised in the current year.

Article 8 Relief amount

A relief fund will be granted in proportion to the funds raised in the current year.

Article 9 Review method

Before granting the low income relief fund, the Low Income Relief Committee of the

Department will review application materials to verify eligibility and decide on the relief amount. Members of the Low Income Relief Committee may include the department chairman, the president, vice president, secretary-general, and executive directors of the alumni association.

Article 10

Spending of any funds raised and related reimbursement shall be applied for in accordance with the University's procedure for requesting reimbursement as well as applicable laws and regulations.

Article 11

When receiving donations, the Department shall issue an official receipt to donators in the name of the University, and shall make an acknowledgement in accordance with applicable regulations.

Article 12

The Regulations shall become effective after being approved at a department affairs meeting of the Department of Chemistry. The same procedure shall also apply to any amendments.