

# Asia University

## Application Guidelines for Activity Subsidies of Student Organizations

- 2002.05.27 Approved by the 2<sup>nd</sup> Student Affairs Meeting of the 2001 Academic Year  
2005.06.22 Amended the name of university regulations (Asia University) by the 5<sup>th</sup> University Affairs Meeting of the 2004 Academic Year  
2005.11.23 Amended Article 3, 4, 5, 6, 7, 8 and 11 by the 1<sup>st</sup> Student Affairs Meeting of the 2005 Academic Year  
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2011.01.27 Amended Article 3, 4, 5, 6, 8, 11 and 12 by the 2<sup>nd</sup> Student Affairs Meeting of the 2010 Academic Year  
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2013.01.09 Amended Article 3, 4, 6, 7 and 11 by the 1<sup>st</sup> Student Affairs Meeting of the 2012 Academic Year  
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Article 1 The guidelines are specifically established to encourage students to actively promote extra-curricular activities for self improvement and comprehensive development of student organizations.

Article 2 Student organizations shall meet the following requirements to apply for subsidies:

- (1) Officially approved by the university.
- (2) Normal organizational administration.
- (3) Unless it is a newly established organization in the first year, the evaluation result shall be Grade B or higher (score 70).
- (4) No violation records. (including activity application and process, expenditure final application and organization management)

Article 3 Student organizations may apply for subsidies of the next semester and shall propose projects within 2 weeks after the general meeting in midterm. Projects will be reviewed during summer or winter vacation and the result will be announced before activities are arranged. If it is in summer or winter vacation or special situations, student organizations may implement activities by projects with approval and signature of executives after the application period. Otherwise, student organizations are not allowed to apply more subsidies.

Article 4 Subsidy Application Procedure: Fill in the subsidy application of student affairs and guidance → Reviewed by Advisory Meeting < First review > → Reviewed by Extra-Curricular Activities Section → Reviewed by expenditure control officer of Office of Student Affairs → Inform Accounting Office → Ratified by Dean of Student Affairs or chief secretary → Submit the documents of activity performance and receipts for cancellation → Verify and Cashier Section will transfer the money to the designated

account of the student organization

Article 5 Members of Advisory Meeting: 2 officers of Extra-Curricular Activities Section, 7 presidents from all kinds of student organizations (2 presidents of self-government organizations; other types of organizations may have 1 president to represent.), 1 member of Student Association and 1 member of Student Council. The team is to review subsidy applications of student affairs and guidance from student organizations.

Article 6 The advisory team shall not only review subsidy applications, but also consider organizational implementation of the last semester and usable expenditure. If anyone is unsatisfied with the review result, an appeal may be made within a week. Advisory Committee will explain and Extra-Curricular Activities Section shall coordinate if necessary.

Article 7 Activity subsidies for student organizations shall be based on reimbursement. If the organization does not spend all subsidies, subsidies shall all be returned.

Article 8 If the subsidy application does not conform with the actual activities, the subsidy may be cancelled and the student organization shall return the subsidy. If the student organization does not report expenditures honestly, it may not apply for subsidies for the next semester. Subsidies will not be granted if student organizations do not submit relevant documents.

Article 9 In order to cultivate students to have the serious and responsible attitude and actively participate, the following situations or participation will become the reference for granting subsidies of the next semester.

(1) Expenditure condition and activity efforts of the last semester.

(2) Participation in the regular and officer meetings held by Extra-Curricular Activities Section.

(3) Coordinate to participate in school activities (such as student organization exhibition and school celebration)

Article 10 In the case of project subsidies of Ministry of Education, please report for cancellation before December 25 in the fall semester and July 15 in the spring semester. For school project subsidies, please report for cancellation before January 15 in the fall semester and July 15 in the spring semester.

Article 11 Extra-Curricular Activities Section may ask student organizations received subsidies to serve or perform when the university has major celebrations.

Article 12 The guidelines have been approved by Student Affairs Meeting and ratified by the principal for implementation. The same procedure should also be followed for amended

guidelines.