**Regulations of Financial-Aid Scholarship and Emergency Assistance Funds**

Department of Transportation & Science,

College of Maritime Science and Management, NTOU

Approved at the 3rd department faculty meeting on .January 10, 2019

1. Purposes:

* To help DTS undergraduate/graduate students in extreme circumstances who demonstrated financial need in order to maintain their basic living expenses during semesters.
* To sponsor academically distinguished DTS undergraduate/graduate students with financial difficulties.
* To fund those who could not receive the Meal Vouchers due to the quota limitations.

2. The sources of funds are from the university scholarship and external scholarship.

3. The fund account: 96G70401 is exclusively used for DTS students with financial difficulties and sudden incidents.

4. Eligibility:

* Emergency assistance: the academic advisor will help to review student's status and help student to apply. The financial aid will cover student's basic cost of living. Once approved, department staffs will transfer the grant money to the student's bank account monthly during the grant period.
* Financial aid: the proof of low/mid-income households, the GPA 70 or above (the first-year students need to provide transcripts from high schools). Up to 5 students are eligible to receive the financial aid per semester and each will receive NTD 6,000. Application must be completed within 2 weeks after the department's office announcement.
* Blessing Meal Voucher: applicants have to meet the eligibility criteria of the college regulations. Up to 4 recipients will be granted per semester. Student who receives other financial aid during the same semester is not eligible for Meal Voucher.

1. Suspension of financial aid:

* Students graduate or quit school.
* The academic advisor review student’s circumstances and recommend to suspend the aid.
* The review committee decides to discontinue financial aid based on the current situation of the student.
* Financial-aid is subjected to change due to the amount of the total funds raised in that year.

1. Financial statement: The department staffs should present the annual financial statements at the DTS department meeting.

**DTS Student Financial Aid Application Form (Emergency Assistantance)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | ID # | | |  | |
| Class |  | | | Phone # | | |  | |
| Address |  | | | | | | | |
| P.O. Branch |  | | | P.O. Account # | | |  | |
| Facts of Emergency |  | | | | | | | |
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| Financial Aid | Financial Aid period：　months。  (up to 6 months)  NTD/month.  Others：  　　　　　　　　NTD/month. | | | | Applicant Signature： | | | |
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| Academic Advisor |  | DTS  Assistant |  | | | DTS Chairman | |  |

Note: After filling in the application form, please have your academic advisor signed and submit the form to the department office/the committee. If necessary, please contact the department office for further information.

**DTS Student Financial Aid Application Form (Financial Difficulties)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | ID # | |  | |
| Class |  | | | Phone # | |  | |
| Address |  | | | | | | |
| P.O. Branch |  | | | P.O. Account # | |  | |
| Required documents | * + Transcript   + Proof of low-income family   + Others | | | | | | |
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| Academic Advisor |  | DTS  Assistant |  | | DTS  Chairman | |  |

Note: After filling in the application form, please have your academic advisor signed and submit the form to the department office/the committee. If necessary, please contact the department office for further information.