

# Guidelines on Application for Ci En Grants to I-Shou University

Ratified by the President on August 25, 1999

Amendments adopted on November 8, 1999

Amendments adopted on November 8, 2002

Amendments adopted on December 3, 2004

Amendments adopted on February 17, 2006

Amendments to Articles 3, 4, 8 and 9 ratified and promulgated by the President on October 25, 2006

- I. Purpose: the purpose of Ci En Grants is to help economically disadvantaged students to successfully complete studies at the University.
- II. Application Qualifications: enrolled students who have difficulty in pursuing their studies due to financial hardship during their stay at the University.
- III. Application Deadline:
  1. Enrolled Students: the application period is announced and applications are submitted at the end of every second semester. Those whose applications have been rejected will have a second chance to be re-examined along with new enrollees.
  2. New Enrollees: applications are submitted right after the application period is announced at every first semester.
- IV. Documents to be Submitted: applicants shall visit the website of the Service Education Section of the Office of Student Affairs to download and complete an application form, and then submit it along with the following documents:

1. an academic transcript for the preceding academic year (a semester grade of 60 or higher and a conduct score of 80 or higher for two consecutive semesters; the Service Education score is for the University's reference). New enrollees and transfer students are not required to submit the academic transcript.
2. recommendation letters from the applicant's advisor and the Chair of the Department in which the applicant is enrolled.
3. a photocopy of the student ID card and a Low-Income Family Certificate (overseas compatriot students and international students shall submit a family income proof issued by the country of citizenship.)
4. a statement to introduce their family (an autobiography).
5. other relevant documents and/or certificates.

V. Grant Amount:

1. Living Expenses: NT\$6,000 per month to daytime students and NT\$3,000 per month to evening students (four months constitute a semester while eight months constitute an academic year).
2. Grant recipients are disqualified from receiving these grants when they transfer to another school or suspend schooling.

VI. Application Review: after the preliminary examination by the Office, qualified applications are submitted to the Scholarship Review Committee for reviewal.

VII. The University will assign grant recipients to different work-study jobs, and the grants

are awarded in the form of work-study payments. Grant recipients are disqualified from receiving these grants should they are reluctant to take work-study jobs, fail to accomplish work-study jobs without legitimate reasons, perform badly on work-study jobs or refuse the guidance and supervision from the unit which they work for, and there is concrete evidence provided by the unit to support their disqualification. Moreover, no grant is awarded to disqualified recipients, and these recipients are barred from applying for Ci En Grants at the coming academic year.

VIII. The Guidelines become effective on the date of promulgation upon adoption by the Scholarship Review Committee and ratification by the President. The same procedure applies to any amendment to the Guidelines.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*