

Guidelines on Subsidies on Tuition and Other Required Fees to Faculty Members, Staff and Dependents Studying at I-Shou University

Amendments ratified by the President on November 12, 2013

- I. The Guidelines on Subsidies on Tuition and Other Required Fees to Faculty Members, Staff and Dependents Studying at I-Shou University (hereinafter referred to as the “Guidelines”) are established to encourage faculty and staff members to pursue further education and increase their competence.
- II. The Guidelines are applicable to faculty members, staffer and custodians (hereinafter collectively referred to as “faculty and staff members”) of I-Shou University (hereinafter referred to as the “University”), including regular faculty members, project faculty members, staffers, technicians, custodians, drivers, contract staffers (faculty members’ research assistants are excluded) as well as their dependents (including spouses and children).
- III. Subsidies are as follows:
 1. The University shall subsidize 25% of credit fees every semester for faculty and staff members who study at evening bachelor’s degree programs and 2-year in-service bachelor’s degree programs; the University shall subsidize 50% of credit fees and other required fees every semester for those studying at master’s programs (including in-service master’s programs).
 2. The University shall handle subsidy applications individually for those studying at PhD programs.
 3. The University shall provide a subsidy of NT\$10,000 to faculty and staff members’ dependents (including spouses and children) who study for bachelor’s degrees at the University; the University shall subsidize 25% of credit fees and other required fees every semester for dependents (including spouses and children) who study at evening bachelor’s degree programs, 2-year in-service bachelor’s degree programs, master’s program (including in-service master’s programs), and PhD programs.
- IV. Application Procedure: Faculty and staff members of the University shall submit an Application Form for Subsidizing the Tuition & Other Required Fees, one copy of the household registry, the receipt of enrollment fees, and one copy of the student ID card, and the academic transcript for the previous semester (not required for new enrollees) to the Office of Human Resources.
- V. Others:

1. Faculty and staff members who study at the University shall fill in a Report of Current Studies, and submit the Report to the heads of the unit for approval and then to the Office of Human Resources for reference.
 2. Only those currently enrolled at the University are qualified for the aforesaid subsidies. Those who withdraw halfway through the semester shall not be subsidized; those who have already received subsidies shall return on a pro rata basis and shall not apply for a refund.
 3. The number of subsidy recipients within one household shall not be more than 3 every semester.
 4. Faculty and staff members who study at the University are allowed to take official leave for 6 hours per week while the University is in session, but insufficient working hours must be made up by the end of the semester.
- VI. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

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.