

國立高雄餐旅大學 學生助學分期繳納實施要點

Guidelines for Students Installment Payment of National Kaohsiung University of Hospitality and Tourism

98年4月16日經199次擴大行政會議審議通過

Approved by the 199th Expanded Administrative Meeting on April 16, 2009

99年11月4日99學年度第1學期第2次臨時校務會議修正通過(授權統一修正校名)

Revised and approved by the 2nd Extraordinary University Council Meeting of the 1st semester of the 2010 academic year on November 4, 2010 (authorized for the unified correction of the university name)

102年6月6日本校第285次行政會議修正通過

Revised and approved by the 285th Administrative Meeting on June 6, 2013

本校103年12月25日103學年度第1學期第1次校務會議通過(法規最末條條文統一修正)

Approved by the 1st University Council Meeting of the 1st semester of the 2014 academic year on December 25, 2014(regulations for the unified correction of the last article)

106年12月13日配合本校組織規程教育部臺教技(二)字第1060179646號函核定修正(原職稱、組織名稱)

Revised on December 13, 2017, in accordance with the university's Organic Regulations as approved by the Ministry of Education in Letter No. 1060179646 of the Department of Technological and Vocational Education (original job titles and organizational names)

一、協助家境清寒學生繼續完成學業，特訂定「高雄餐旅大學學生助學分期繳納實施要點」(以下簡稱本要點)。

Article 1 National Kaohsiung University of Hospitality and Tourism has enacted the Student Installment payment fees (hereinafter referred to as “the Guidelines”) to help students who are unable to pay for their tuition and incidental fees in full before a semester begins, enabling them to finish their studies without financial concerns.

二、申請對象：家庭經濟困難，持有鄉、鎮、市、區公所或村、里長證明，且不符申請銀行就學貸款者。

Article 2 A student has financial problems and failed to apply for a student loan, and have certificate from township, town, city, district government or village representative.

三、申請程序：

- (一)學生應逕自學務處網頁下載申請表單，填妥經導師或系主任核章，親送至學務處生活輔導組(以下簡稱生輔組)，完成初審受理作業。
- (二)經加會教務處(註冊課務組或進修教務組)、總務處出納組及主計室審查會辦，陳校長核可後，辦理相關分期繳納助學事宜。

Article 3 Application Procedure:

- a. First download and fill out the application form on Student Affairs Office website, submit application to the Student Services Section of Student Affairs before approved by class teacher and department head (hereinafter referred to as the Student Services Section).
- b. Countersigned by Academic Affairs Office, Cashier Section and Accounting Office. Approved by the president, finish the application process.

四、申請檢附書面文件：

- (一)持有法定中低收入戶或鄉、鎮、市、區公所或村、里清寒證明。
- (二)國稅局全戶年收入清單證明。
- (三)本校繳費單。

Article 4 Required application documents:

- a. The certificate from mid-and low-income, township, town, city, district government or village representative.
- b. The list of income from National Taxation Bureau.
- c. The registration form.

五、分期繳納之費用以學費、雜費、校舍住宿費及實習材料費為限，其餘各項費用仍須於註冊前繳納。

Article 5 Installment payment fees for tuition, miscellaneous fee, dormitory fee and material fee for practice is limited the rest of the money shall be paid at pre-registration.

六、於開學日後一週內提出申請。繳納期數分三期，第一期款以當學期開學日之次月 15 日前，第二期、第三期款依月類推應於 15 日前完成繳納。分期金額應依總繳額數一定比例。

Article 6 At school made within one week later. Payment of installments in three phases, the first phase of the section to the next month before the date of 15 semester, the second phase, the third phase of money according to the 15th month to complete the analogy should be paid. Installment amount shall be in accordance with the number of a certain percentage of the total amount paid.

七、經核准分期繳納助學之學生，應依一定期日及金額，逕至總務處出納組繳納，未依限期完成繳納者，教務處得依據本校學則第九條規定辦理。

Article 7 Approved installment payment of student shall follow a certain maturity and amount set path to the cashier to pay General Services Failing to complete payment by the deadline, according to the University Office of Academic Affairs must learn the Article IX regulations.

八、本要點經行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article 8 The Guidelines become effective after being ratified by the President, amendments must follow the same procedure.

本規章負責單位：學生事務處生活輔導組

Responsible Unit: Student Services Section of Student Affairs Office