

文藻外語大學境外生助學金設置要點

Guidelines Governing the Establishment of the Bursary of Wenzao Ursuline University of Languages

103 年 12 月 26 日 斐德修女審閱
Verified by Sr. Fidelis Wang on December 26, 2014
104 年 1 月 14 日 學務主管會議通過
Approved at the Student Affairs Executive Meeting on January 14, 2015
104 年 1 月 28 日 校長核定通過
Ratified by the President on January 28, 2015
105 年 12 月 7 日 國合處主管會議通過
Approved at the Executive Meeting of the Office of International and Cross-strait Cooperation on December 7, 2016
106 年 2 月 17 日 校長核定通過
Ratified by the President on February 17, 2017
108 年 6 月 14 日 國際暨兩岸合作發展委員會會議通過
Approved at the International and Cross-strait Cooperation Committee Meeting on June 14, 2019
108 年 7 月 23 日 校長核定通過
Ratified by the President on July 23, 2019
109 年 9 月 22 日 國際暨兩岸合作發展委員會會議通過
Approved at the International and Cross-strait Cooperation Committee Meeting On September 22, 2020
109 年 9 月 29 日 校長核定通過
Ratified by the President on September 29, 2020
111 年 11 月 10 日 校長核定通過
Ratified by the President on November 10, 2022

- 一、 為推動本校國際化友善校園，並鼓勵弱勢境外學生勤奮向學，特訂定「文藻外語大學境外生助學金設置要點」（以下稱本要點）。

The Guidelines Governing the Establishment of the Bursary of Wenzao Ursuline University of Languages (hereinafter referred to as “the Guidelines”) are enacted to promote an international and friendly campus where underprivileged overseas students can be supported and encouraged to pursue knowledge, skills, and a life of excellence.

- 二、 本要點原名「文藻外語大學斐德修女助學金設置要點」，包括學雜費助學金、緊急紓困助學金及生活助學金。

The Guidelines for the Bursary, formally known as the Sr. Fidelis Wang, OSU Bursary of Wenzao Ursuline University of Languages, are applicable for tuition and miscellaneous fees, emergency relief grants, and monthly living allowances.

- 三、 承辦單位為本校國際暨兩岸合作處境外學生事務組(境外組)，由國際長擔任召集人召開審查小組會議，學務長、教務長及會計室主任擔任審查委員，負責審查本要點之助學金申請案。

The Office executing the Bursary is the Section of Overseas Student Affairs (SOSA) of the Office of International and Cross-strait Cooperation; the supervision committee consists of

the Dean of International Affairs, the Dean of Student Affairs, the Dean of Academic Affairs and the Director of the Accounting Office

四、 境外生學雜費助學金：

Bursary for tuition and miscellaneous fees:

- (一) 申請資格：全額自費生（延畢生除外）且其家庭年所得低於新臺幣七十萬元者(依繳交申請書當日匯率計算)。

Application qualification: Students paying full tuition (excluding those delaying graduation) from families earning less than NT\$700,000 annually are eligible for the Bursary.

- (二) 申請時間與方式：每學年第一學期開學後三十日內送交境外生助學金申請書及所需文件至境外組提出申請，經審查委員審查通過後，助學金統一於第二學期發放。每學年申請一次。

Application time and method: The application for **the Bursary** must be submitted to SOSA within 30 days following the beginning of the **Fall** semester; after being approved by the bursary committee, the bursary will be issued in the Spring semester. The application for the bursary needs to be made every school year.-

- (三) 申請所需文件：境外生助學金申請書一份、家庭財力證明，及應本校要求經公證之翻譯文件。

Required documents: A Bursary application form and a financial statement of family income, as well as documents translated into English or Chinese and notarized by notary public if deemed necessary.

- (四) 補助範圍

Bursary coverage

1. 助學金補助範圍包含學費、雜費、學分費、學分學雜費，但不包含延長修業年限、重修補修等就學費用。

The Bursary covers students' tuition, miscellaneous fees, academic credit fees, miscellaneous fees related to academic credit fees and other incidental fees, excluding the fees required for students delaying graduation and for re-taking or making up failed courses.

2. 該學年度實際繳納的學費、雜費、學分費、學分學雜費如低於補助標準，僅得補助該學年度實際繳納數額。

If the tuition, miscellaneous fees, credit fees, miscellaneous fees related to credit fees and other incidental fees are actually lower than the subsidy for that academic year, the student will only receive the bursary for the actual amount paid.

(五) 獲助學金補助學生轉學、休學、退學、遭開除學籍後助學金之核發方式：

In the event of the bursary-receiving student transferring to another school, being on a semester-long leave or suspension, dropping out, or being expelled by the school, the bursary will be issued in the following ways respectively:

1. 學生未完成第一學期學業（如休學、退學或遭開除學籍）者，取消其申請資格且不予核發。

If the bursary-receiving student fails to complete his/her academic studies in the Fall semester (e.g. he/she has dropped out, been on a leave or suspension, or been expelled), he/she will be disqualified from the bursary, and the bursary will be canceled.

2. 學生完成第一學期學業後，第二學期因休學致未完成學業者，於註冊（開學）日(含)之後逾學期三分之一者，核發該學年度全額助學金。

If the bursary-receiving student, having successfully completed the Fall semester, is suspended for the semester after the first third of the Spring semester, the bursary will be granted in full.

3. 學生完成第一學期學業後，第二學期因退學或遭開除學籍致未完成學業者，核發二分之一助學金。

If the bursary-receiving student, having successfully completed the Fall semester, fails to complete the Spring semester due to dropping out of or being expelled by the school in the Spring semester, only half of the subsidy will be issued.

4. 學生於第二學期改申請教育部各類學雜費減免者，核發二分之一助學金。

If the bursary-receiving student applies to the Ministry of Education for an MOE bursary for his/her tuition and miscellaneous fees in the Spring semester, he/she will receive half of the Wenzao Bursary granted.

5. 學生完成第一學期學業後，學生於第二學期註冊日(含)之前申請休學者，核發二分之一助學金。

If the bursary-receiving student, having successfully completed the Fall semester, applies to leave for the Spring semester before the registration date, he/she will receive half of the bursary granted. The tuition and miscellaneous fees already paid by the student will be refunded in full.

(六) 補助標準、補助金額

Criteria and amount of subsidy

家庭年所得級別 Annual family income level		每學年補助金額 Subsidy for each academic year
級距	家庭年所得範圍(台幣)	補助總金額(台幣)

Level	Amount of annual family income (NTD)	Total amount of subsidy (NTD)
第一級 Level 1	三十萬元以下 Less than 300,000	三萬五千元 \$35,000NTD
第二級 Level 2	超過三十萬元～四十萬元以下 Between 300,000 and 400,000	二萬七千元 \$27,000NTD
第三級 Level 3	超過四十萬元～五十萬元以下 Between 400,000 and 500,000	二萬二千元 \$22,000NTD
第四級 Level 4	超過五十萬元～六十萬元以下 Between 500,000 and 600,000	一萬七千元 \$17,000NTD
第五級 Level 5	超過六十萬元～七十萬元以下 Between 600,000 and 700,000	一萬二千元 \$12,000NTD

五、 境外生緊急紓困助學金：

Emergency relief grant

- (一) 申請資格：在學期間境外生本人或家庭發生下列情事之一者，得依狀況隨時提出申請，並以一次為限。

Application qualification: If any of the following emergency situations happens to him/her or his/her immediate family during the semester, the overseas student could apply for the emergency relief grant. The application for this grant could be made only once by each overseas student.

1. 因重傷、急症住院醫療，而家境清寒，無力負擔醫療費用者。

The student or his/her immediate family member(s) has/have been hospitalized due to serious injury or sudden illness, and the family cannot afford to pay the hospital bill.

2. 突遭變故，致使生活陷入困境，無力繼續就學者。

The student or his/her family member(s) experience(s) (a) sudden and unexpected severe accident(s), which renders the student unable to continue his/her study in school.

3. 因其他突發事件亟需救助者。

A severe and sudden emergency or accident happens and makes the student in need of urgent and immediate assistance.

- (二) 緊急紓困金標準與金額：本校提供之緊急紓困金，視個人狀況給予補助，補助建議如下：

Criteria and amount of emergency relief grant: The grant would be offered according to the emergency situation of each applicant. The suggested criteria are listed below:

1. 父母其中一人因發生急症、亡故或遇其他緊急事件導致暫無收入，得補助至一萬元。

If the overseas student's parent loses his/her source of income due to sudden illness, accident, or death, a grant of up to NT\$10,000 could be offered.

2. 父母俱失業、發生急症或亡故，或學生個人遭遇重大傷病者，得補助至二萬元。

If both of the student's parents are unemployed, and sudden illness, accident, or death occurs to one of them; or the student himself/herself experiences a major accident or illness, a grant of up to NT\$20,000 could be offered.

3. 遇重大天災變故者，依狀況得補助至三萬元。

If the student's family encounters sudden difficulties due to a severe natural disaster, a grant of up to NT\$30,000 could be offered.

4. 如有特殊情況，經校長核定，得補助至五萬元。

In the event of special circumstances, upon the approval of the President, a grant of up to NT\$50,000 could be offered.

- (三) 申請方式及所需文件：申請者備妥境外生助學金申請書一份以及急難證明資料後繳交至境外組，由境外組了解學生遭遇之急難或緊急事件，彙整學生相關資料及建議補助金額後，於兩週內簽請校長核定補助。

Application method: The applicant should submit the Emergency Relief Grant application form along with all documents/proofs of the emergency situation to SOSA. SOSA will review the documents/proofs and contact relevant personnel to obtain detailed information about the situation. Based on the compiled information and all relevant documents/proofs, SOSA will make a recommendation of the grant and submit the grant recommendation with relevant documents/proofs to the school President within two weeks.

六、 境外生生活助學金

Overseas student grants for living expenses

- (一) 申請資格：本校合作之專案申請入學境外學生，在學期間除符合家庭年所得低於新臺幣三十萬元(依繳交申請書當日匯率計算)，並須提經濟困難之相關證明，可於第一學期開學後三十日內依本要點提出申請。

Application qualifications: Overseas students applying for admission, in addition to meeting the requirement that their family annual income is less than NT\$300,000 (calculated based on the exchange rate on the day the application was submitted), and who are required to provide relevant proof of financial hardship, may submit an application within thirty days after the start of the first semester in accordance with these requirements.

- (二) 補助金額：每月核發生活助學金二千元。

Amount of subsidy: Monthly living stipend of NT\$2,000.

- (三) 申請時間與方式：每學年第一學期開學後三十日內送交境外生助學金申請書及所需文件至境外組提出申請，經審查委員審查核准後，每月發放生活助學金。每學年申請一次。

Application time and method: Submit the application form and required documents to SOSA within 30 days after the start of the Fall semester of each academic year. After review and approval by the supervision committee, monthly living stipends will be issued. Applications can be made once per academic year.

- (四) 申請所需文件：境外生助學金申請書一份、家庭財力證明，及應本校要求經公證之翻譯文件。

Documents required for application: One application, proof of family financial resources, and a notarized translation into English or Chinese upon the request of the school.

- (五) 執行方式：

Implementation method:

1. 獲生活助學金者，每月須完成服務學習時數，每週以二小時為上限，每月不超過十小時。

Recipients of the living stipend must complete service hours each month, with a maximum of two hours per week, and ten hours per month.

2. 符合下列條件之一者，其每月服務學習時數得予以減免二小時。

For those who meet any of the following conditions, the student may be exempted from the two weekly service hours.

- (1) 前一學年度生活服務學習績效卓著，經境外學生事務組推薦者。

Applicants who have outstanding academic performance and service record in the previous year and have been recommended by SOSA.

- (2) 前一學期學業成績平均達系所前百分之二十。

Applicants whose academic performance is in the top twenty percent of his/her department or graduate institute.

3. 服務內容強調「服務」與「學習」相互結合，在服務的過程中獲得學習效果，不以獲取報酬為目的之校內公共服務學習活動。

The service content emphasizes the combination of “service” and “learning”, achieving learning results in the process of service, and is not an on-campus public service learning activity for the purpose of obtaining compensation.

4. 考核機制：當月未完成應服務時數者，暫停發放生活助學金；經境外學生事務組指導後改善服務學習情形者，始得續發生活助學金。

Assessment mechanism: Students who fail to complete the required service hours in a month will have their living stipend suspended. Students who improve their service and study conditions under the guidance of SOSA will have their living stipend renewed.

- 七、 本助學金經費來源係本校公關室募款所得，若募款經費用罄，則以校內預算支付。
The afore-mentioned bursary and emergency relief grant are funded by donations raised by Wenzao's Public Relations Office. If the donations run out, the scholarship will be funded by the school's annual budget.
- 八、 本設置要點經國際暨兩岸合作發展委員會議通過，陳請校長核定後實施，修正時亦同。
The Guidelines become effective after being approved at the Executive Meeting of the Office of International and Cross-strait Cooperation Committee and ratified by the President. Amendments must follow the same procedure.