

National Sun Yat-sen University Principles for Counselling and Financial Assistance of Student Senior High School Alumni Associations

Passed at the 2015 Academic Year Fall Semester 8th Administrative Council Meeting, December 9th, 2015

- I. Objective:
National Sun Yat-sen University (hereinafter as the “University”) has established the following principles in order to utilize the combined influence of the student senior high school alumni for the purposes of strengthening friendships between alumni, furthering the University’s development and cultivating student volunteerism.
- II. Financial assistance eligibility:
National Sun Yat-sen University student senior high school alumni associations.
- III. Application method:
Students can establish a senior high school alumni association once they fill out a “Senior High School Alumni Association Establishment Application”, are evaluated and passed by the Office of Academic Affairs, and receive approval from the University President.
- IV. Financial assistance principles:
Student senior high school alumni association events should be self-funded as a general principle, however, students may apply for reimbursements of work and transportation expenses for activities listed in items 1 to 4 below; for alumni association events listed in items 4 to 6, students may apply for 1,000 dollars in funding, with each alumni association allowed to apply for a total of up to 3,000 NTD in funding for each academic year.
 1. Aiding the University’s faculty in giving lectures or other events at senior high schools.
 2. Assisting with the reception of visiting senior high school students.
 3. Attending senior high school anniversary festivities.
 4. Participating in the University’s College and Department Fair.
 5. Organizing a winter or summer camp.
 6. Organizing an alumni week event.
- V. Expense reimbursement:
Senior high school alumni associations should apply for financial assistance prior to events and receive approval from the Office of Academic Affairs, then submit a performance report to the Office of Academic Affairs and request for grants and reimbursements no later than two weeks after the event; those who exceed this deadline will not receive any funds.
- VI. Venue application:

1. If a senior high school alumni association requires the use of an on-campus venue for their events, they may apply two weeks in advance to the Office of Academic Affairs for the use of the conference venue in the first floor of the basement free of charge; and in accordance with the University's student club regulations, they should apply to the Office of Student Affairs for the use of any other on-campus venues, objects or equipment, etc.
2. The use of venues and equipment should adhere to the lending office's relevant regulations and notices:
 - a. Users must maintain the setup and cleanliness of the venue, and return it to its original state after use. Users are forbidden from altering the venue's original equipment, rewiring or changing the venue's power circuits, or using electronic equipment in a way that may cause an electric overload; users are responsible to pay for any damages to public property.
 - b. Users are forbidden from smoking in the venue, holding catered banquets or any other activities such as business or commercial use; any violations may be punishable according to University regulations.

VII. Supervision and evaluation of implementation:

1. Senior high school alumni associations that have received financial assistance in the past two years are obligated to attend the Senior High School Alumni Associations Joint Meeting, in order to discuss affairs relating to events, maintain communication between senior high school alumni associations, and receive counseling for strategic improvements to performance.
2. Senior high school alumni associations should not issue official external communications of their own accord; if there is such a requirement for events, they should gain approval from the Office of Academic Affairs, and proceed according to administrative documentation procedures.

VIII. These principles were assessed by the Admissions Strategic Planning Committee, passed in an Administrative Council Meeting and subsequently approved by the University President prior to implementation; any amendments will be subject to the same procedure.