

# **Regulations for National Taiwan Normal University Student Club Activity Budget Subsidy and Claim**

Approved on February 21, 2012

Amended on December 1, 2017

Amended on August 19, 2019

1. **Accordance and Purpose:** The Regulations are promulgated following 19.1 of the Regulations Governing the Guidance for Student Clubs at National Taiwan Normal University, and the purpose is to encourage students to hold activities and promote student club development.
2. **Subsidy Objective:** Student Clubs that are officially established at NTNU.
3. **Subsidy Method:** The club activities funds are based on the principle of self-financing. Besides, the Extracurricular Activity will subsidize Student Club depending on the annual budget of the academic year, and subsidy methods are divided into basic subsidy and special case subsidy.
4. **Subsidy Content:** All Student Clubs formally established at NTNU can apply for a basic subsidy. The Extracurricular Activity will provide a special case subsidy for Student Club that meets the following situations:
  - (1) Representative of NTNU participating in MOE National University Student Association Election and Observation (教育部全國大專校院學生社團評選暨觀摩活動).
  - (2) Associate campus activities at NTNU without subsidy.
  - (3) Activities held by the Committee of the Student Club.
  - (4) Participate in service activities organized by the Extracurricular Activity.
  - (5) Other excellent events approved by the Extracurricular Activity Meeting.
5. **Subsidy Application and Audit Process:**
  - (1) For basic subsidy application, Student Club should send the application form to the Club Advisor of Extracurricular Activity during the first 3 weeks at the beginning of every semester.
  - (2) Common basic subsidy standards will be decided according to the character of each Student Club by the Club Advisor.
  - (3) Special case subsidy will be partly provided after the Extracurricular Activity Meeting according to the 4<sup>th</sup> regulation. The character of the club activity, the ability to self-financing, student club operation, etc. will be considered.
  - (4) The application of basic subsidy and special case subsidy will be organized into a form by

the Extracurricular Activity, and the result will be announced after the approval from the Vice President of the Office of Student Affairs.

6. Ways to claim expenses:

- (1) To reduce paper use and simplify the office procedure, subsidy expenses will be organized in a list. When applying for payment and claiming expenses, related documents such as a copy of the original approved document should be attached.
- (2) Student Club should paste the original receipt of the activity on the form of pasting receipt for Student Club, record the expenses and hold a member meeting. Related documents should send to the Extracurricular Activity for review during the announced period in every semester. The subsidy for the semester will be canceled if Student Club does not follow the regulation.

7. The Regulations and any amendments thereto become effective after approval by the Principle.