

Tunghai University Implementation Guidelines for Student

Organization Funding Subsidies

Approved by the Division of Extra-Curricular Activities on February 12, 2023

Amended and approved by the Division of Extra-Curricular Activities and Student Development on September 16, 2025

- Article 1 To assist student organizations in the proper management of subsidized funds and to promote their effective use in activities for the enhancement of activity quality, the Tunghai University Implementation Guidelines for Student Organization Funding Subsidies (hereinafter referred to as the “Guidelines”) are hereby established.
- Article 2 These Guidelines shall be implemented in accordance with the Tunghai University Standards for Student Organization Activity Subsidies and shall not exceed the limits prescribed therein.
- Article 3 Activity subsidies are granted on a partial-funding basis. Eligible subsidy items are listed below. Requests for additional items may be submitted to the Funding Review Committee for consideration.
1. Meal expenses shall be budgeted at a maximum of NT\$120 per meal, NT\$140 for a half-day activity (exceeding four hours), NT\$280 for a one-day activity, and NT\$280 for the first day and NT\$340 for the second day of activities lasting two days or more. Refreshment Expenses: Up to NT\$40 per session.
 2. Speaker Fees: Budgeted at a maximum of NT\$1,000 per hour for internal speakers and NT\$2,000 per hour for external speakers. As a general rule, compensation for each speaker shall not exceed six hours per day.
 3. Judge Fees: Budgeted at NT\$2,000 per hour, with a maximum of NT\$4,000 for a half-day session.
 4. Referee Fees: Budgeted in accordance with applicable regulations.
 5. Recording Fees: Budgeted in accordance with applicable regulations.
 6. Accommodation Expenses: Budgeted at a maximum of NT\$1,000 per person per day.
 7. Transportation Expenses: Reimbursed based on actual expenses according to the location of the activity.
 8. Printing Expenses: Including photocopying, manuals, handouts, posters, banners, and related printing costs, reimbursed based on actual expenses.

9. Material Expenses: Reimbursed based on actual expenses.
10. Insurance Expenses: Reimbursed based on actual expenses.
11. Design Fees: Budgeted at a maximum of NT\$2,000 per item.
12. Lighting and Sound Equipment Rental: Reimbursed based on actual expenses.
13. Equipment Rental: Reimbursed based on actual expenses.
14. Venue Rental: Reimbursed based on actual expenses. Rental of on-campus venues is not eligible for subsidy.
15. Miscellaneous Fees: Budgeted within 5% of the total budget.

Article 4 A student organization that receives subsidies may have its subsidy allocation for the following semester reduced or may become ineligible for future subsidies, subject to review by the Division of Extra-Curricular Activities and Student Development Meeting, under any of the following circumstances:

1. Failure to complete reimbursement procedures within the prescribed deadline.
2. Failure to notify the faculty advisor of an activity cancellation or substantial changes to the activity at least three days before the scheduled event.
3. Conducting activities that differ from the approved application, or activities involving violations of regulations or inappropriate educational content.
4. Failure to fully utilize the approved subsidy funds.

Article 5 These Guidelines shall take effect upon approval by the Division of Extra-Curricular Activities and Student Development Meeting and subsequent public announcement.