

## TKU Guidelines for Implementing Emergency Relief Grants

Secretariat Regulation No. 1010000088 (11/12/2012)

1. These guidelines are based on the MOE Reference No. 0960119262 (08/03/2007) “Plans to Assist Disadvantaged College Students”.
2. Objective: In order to develop the spirit of compassionate helping when a student suffers from a major injury or illness or when the family of a student suddenly meets an unexpected fall into dire financial straits, and to insure that the student obtains timely solicitude and support, these guidelines were enacted.
3. Applicable subjects: Any TKU student who during the semester experiences one of the following situations can make out an application.
  - a) A student who personally suffers injury or falls ill and is hospitalized for 7 days or more, who suffers accidental death.
  - b) A student whose parents (legal guardian) suffers major injury, illness or death or because of encountering a major trouble causing his/her family finances to fall into dire straits thereby affecting the student’s education.
  - c) A student whose family finances fall into dire straits due to other special circumstances and requires emergency aid.
4. Manner of application:
  - a) The party concerned, his/her class teacher or his/her department military instructor makes out an application accompanied by a written statement of the facts and documentation of the evidence; in case the application is made out under the signature of the department military instructor or class teacher, after being sent to the party concerned, the application is inspected by the Section Chief of the Guidance Section and then is approved by the Dean of Student Affairs or the Vice President for Administrative Affairs; finally a grant of an appropriate amount will be given.
  - b) Aside from the materials related to the student’s difficulty, a copy of the Household Certificate of the applicant from within the last three months must be included.
  - c) The applicant should make out an application within three months of the day of the occurrence. However, if for special reasons the applicant is unable to complete the application within the time limit, after undergoing special approval the time limit will not apply.
5. One incident can only have one application made out.
6. Grant principle: Aid to emergency situations takes precedent over aid to the poor; support of those whose financial situation is in dire need takes precedent over those who are injured.

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7. Funding source: The source is from the school's scholarship funding that has been set aside for such.
8. This set of guidelines will take effect on the date of its publication after being passed in a Student Scholarship Committee meeting and approved by the TKU President. The same applies to any later amendments made.