

文藻外語大學補助教職員工暨子女就讀本校實施要點  
Subsidy Rules Governing Faculty/Staff and their Children  
Attending Our University  
Wenzao Ursuline University of Languages

民國 89 年 9 月 13 日行政會議修正通過  
Amended and Approved at the Executive Committee on September 13, 2000  
民國 102 年 8 月 25 日校長核定配合學校改名大學修訂法規名稱  
Amended the regulation title on August 25, 2013  
民國 103 年 7 月 1 日行政會議修正通過  
Amended and Approved at the Executive Committee on July 1, 2014  
民國 107 年 9 月 4 日行政會議修正通過  
Amended and Approved at the Executive Committee on September 4, 2018  
民國 109 年 6 月 18 日董事會議修正通過  
Amended and Approved at the Board meeting on June 18, 2020  
民國 111 年 11 月 16 日董事會議修正通過  
Amended and Approved at the Board meeting on November 16, 2022

一、文藻外語大學（以下簡稱本校）為鼓勵教職員工暨子女就讀本校，並協助其順利完成學業，特訂定本要點。

Article 1. Wenzao Ursuline University of Languages (hereinafter referred to as “Wenzao”) aims to encourage faculty/staff and their children to study at Wenzao and help them to complete their studies successfully, the following rules are made accordingly.

二、凡在本校服務滿 1 年以上之專任教職員工（含專案教師、約雇人員）本人及其子女就讀本校各學制，可申請減免學雜費二分之一；工友及其子女可申請減免全部學費及二分之一雜費。申請減免以繳費通知單所列之各學制學雜費項目為限（不含教育學程學分費）。

前項教職員工之子女以未婚且無職業需仰賴申請人扶養者為限。第 1 次申請時，須檢附子女身分證正反面影本或其他可資證明親屬關係之文件影本。

Article 2. The full-time faculty/staff who have been employed for one year and above (Inclusive of the contract staff and the project faculty) and their children studying in all the academic systems of Wenzao can apply for remission of half of the tuition and misc. fees. The school workers and their children can apply for remission of full tuition and half of the misc. fees. The applicable remission items shall follow the tuition and misc. fees listed on the payment notice (The credit fee of the Teacher Education Program is excluded).

**The full-time faculty/staff's children are only eligible when they are unmarried, unemployed, and dependents of the applicant. For first-time applicants, please provide a two-sided photocopy of the children's ID Card or other photocopied documentation certifying the family relationship.**

三、申請減免學雜費者，除第一個學期外，其餘各學期須各科成績及格（含軍訓與體育），操行列為乙等以上（以上一個學期成績為準）。

Article 3. Beyond the first semester, the applicant cannot fail the required grades of all curricula (including military training and PE) in each semester, and the grade of conduct has to be higher than B level based on the grade of the last semester.

**四、已取得其他公私立機構提供減免學雜費補助者，不得重複申請，但其減免金額低於本校補助數額者，得申請之補助以其差額為限。**

**Article 4. Applicants who received tuition and misc. fees remission from any public or private organizations are not eligible. However, the applicant shall apply for the balance if the remission offered by other organizations is lower than the amount provided by Wenzao.**

**五、教職員工暨子女就讀本校學制及補助期限：**

**Article 5. Remission period for the faculty/staff and their children who study at Wenzao**

**(一) 教職員工本人：就讀進修部四技 4 年、二技 2 年；研究所（含碩專班）2 年為限。**

**(1) The faculty/staff: Four years at the 4-Year College of Division of Continuing Education, two years at the 2-Year College of Division of Continuing Education, and two years at the Master's Degree Programs (Inclusive of the In-service Master's Degree Programs).**

**(二) 教職員工子女：就讀日間部五專 5 年、四技 4 年及二技 2 年為限。**

**畢業後再考入相同或低於個人最高學歷之學制就讀者，不予補助。**

**(2) The children of the faculty/ staff: Five years at the 5-Year Junior College of Day Division, four years at the 4-Year College of Day Division, and two years at the 2-Year College of Day Division. No remission shall be provided to students who are re-enrolled in the same academic system or systems that are below their highest education level.**

六、合於本要點規定者，每學期開學後 1 個月內主動向人事室提出申請。

Article 6. Applicant who is qualified for the mentioned rules should apply for the subsidy directly to the Personnel Office within one month after the start of the semester.

七、本要點經校長核可並陳請董事會核定後實施，修正時亦同。

Article 7. These Rules become effective after they are approved by the Board of Trustees and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(English version is for reference only, the Chinese version shall prevail in case of discrepancy)