**International Bachelor Program in Electrical and Communication Engineering, Yuan Ze University
Description of the Graduation Project's Subsidy:**

1. The applicator should be a final project advisor who is a full-time teacher of the College of Electrical and Communication Engineering.

2. Each student working on the final project is entitled to a subsidy of NTD 300. Each student can only apply once in a school term. The class office will publicly announce the total amount of the subsidy for each student in every semester after the students submit their project advisor consent forms and specify their advisors.

3. The related invoices that are submitted to apply for the final project's subsidy must correspond to the items used for the project. Please fill in the “final project subsidy application form of Yuan Ze University International Program in Electrical and Communication Engineering for Bachelor” and bring it to the class office for the reviewers to review and report for reimbursement.

4. The dates for the class office to take your applications are as follows. Overdue applications will be deemed as the applicant giving up the subsidy of the semester.

|  |  |
| --- | --- |
| Timelines of Application in Each Semester | Dates for Taking the Applications |
| 1st Round | March 16 to April 30 |
| 2nd Round | September 16 to October 31 |

5. Procedures to apply for the final project subsidy are as follows:

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(Appendix 1)

**International Bachelor Program in Electrical and Communication Engineering, Yuan Ze University**

**Application Form for Final Project Subsidy**

|  |  |  |
| --- | --- | --- |
| **Applicant (Student ID and Name)** | **Project Advisor** | **Reviewer** |
|  |  |  |
| **Attach your invoices here** | **Abstract** |
| Description:1. Staple the invoices here.
2. Do not use triplicate uniform invoices. Use electronic invoices (must include QR codes), duplicate uniform invoices, or hand-written duplicate uniform invoices.
3. The invoices must include the printed tax ID number of Yuan Ze University. Hand-written duplicate uniform invoices must include a business registration number stamp or a seal of the responsible person. Write “Yuan Ze University” in the Purchaser/Receiver Column. The tax ID number of Yuan Ze University is **00966880**.
4. The invoices must list purchased items. The electronic invoices must have an attached purchase list.
5. The final project subsidy covers the purchase of electronic consumables. However, equipment, tools (pliers, screwdrivers, pins, electric meters, etc.) and stationary costs cannot be applied for reimbursement.
6. The dates on the invoices used to apply for reimbursement must be within the applicable time. Overdue invoices will not apply.
7. The applicant must fill in the student ID, sign the name and date with a clearly readable handwriting. (Multiple applicants can use and sign on the same application form.)
 | (Please explain the use of your purchased items.) |

※ The first round of application in every semester is March 16 to April 30; the second round is September 16 to October 31. Overdue applications will be deemed as the applicant giving up the subsidy of the semester.

※ Valid period of invoices: For the first round of application, the valid period is January 1 to April 30; for the second round of application it is August 1 to October 31.