

# 長榮大學代收學生自治團體代辦費管理辦法

## Chang Jung Christian University Regulations Governing the Collection of Agency Fee For the Student Self-Regulatory Organizations.

84.07.28 第二八次七人執行董事會議通過

Approved by the 28<sup>th</sup> session of the Seven-Member Board of Executive Directors on 1995.07.28

87.11.9 學生事務委員會修訂通過

Amended and Approved by the Student Affairs Committee on 1998.11.09

91.04.09 學生事務委員會修訂過

Amended by the Student Affairs Committee on 2002.04.09

106.06.12 學務處處務會議修訂通過

Amended and Approved by the Office of Student Affairs Meeting on 2017.06.12

第一條 為促使本校代收學生自治團體代辦費之健全發展，本校依據教育部九十、六、一四台（九十）技字第九〇〇八三四四三號函「私立大專校院向學生收取代辦費注意事項」訂定「長榮大學代收學生自治團體代辦費管理辦法」以下簡稱本辦法。

Article I: Chang Jung Christian University instituted this “Regulations Governing the Collection of Agency Fee for the Student Self-Regulatory Organizations” (hereinafter referred to as the “Regulations”) in accordance with the Ministry of Education Letter Tai-(2001) Ji-Zi No. 90083443 titled “Important Notice to Private Universities in the Collection of Agency Fees from Students” dated 2001.06.14 for the health development of the system of collecting agency fee for the student self-regulatory organizations.

第二條 本辦法之指導單位為學生事務處課外活動組，監察單位為各學生自治團體之監察委員會，使用單位為本校學生自治團體。本辦法所稱之學生自治團體為：長榮大學學生會。

Article II: The Extracurricular Activities Section of the Office of Student Affairs shall be the supervisor under the Regulations while the Control Committee of the student self-regulatory organizations shall be the control bodies of the Regulations. The student self-regulatory organizations shall be the users of the funds collected. Self-regulatory organizations as referred to under the Regulations shall be the: Chang Jung Christian University Student Association.

第三條 代辦費收取之基本原則學生自治團體代辦費應本於使用者付費及自由繳交原則，不得列為註冊程序之項目。

Article III: The collection of agency fee for the Student Association is based on the principle of the payment by consumers and freedom of payment thereby cannot be listed as an item in the registration procedure.

第四條 學生自治團體代辦費收取程序 學生自治團體代辦費每學年收費金額應由學生自治團體先行擬定學年度活動計劃並由指導單位與學生自治團體於前一學年

下學期共同開會研議收費金額及內容，並送學生事務委員會審查通過後，送經校長核定後公告並委託學校代收該款，再轉交學生自治團體存入專戶。

Article IV: The procedure for the collection of agency fee for the student self-regulatory organizations: the amount of fee for the Student Association in the collection shall be determined by relevant Student Association on the basis of the annual activity plan after discussion with the supervisor on the details of the fee in the 2<sup>nd</sup> semester of the previous academic year, and present the decision to the Student Affairs Committee for approval. Upon approval, send the result to the University President for finalization with announcement, and appoint the university to collect the fund in favor of the Student Association. The funds will be deposited into the special account of the Student Association.

#### 第五條 學生自治團體代辦費使用程序

Article V: Procedure for the Student Association in using the agency fee

- (一) 學生自治團體應於每學期開學前擬定本學期各項活動計劃及代辦費預計使用情況送交監察委員會初審，並於使用代辦費前一個月提案送監察委員會複審後，於十五個工作天前填寫課外活動申請書並附計劃書，經指導老師簽章後，由指導單位會相關單位，而後轉呈學生事務長，經校長核可後始得動用。
- (1) The Student Association shall map out plans for various activities of each semester and the spending budget of the agency fee before the beginning of the semester to the Control Committee for preliminary review, and present the plans the Control Committee for a second review one month prior to the spending. In addition, the Student Association shall fill in an application for extracurricular activity with the plan of the activity 15 days in advance subject to the approval of the supervisor by signing. The supervisory body will notify related functional units and submit the application to the Dean of Student Affairs subject to the final approval of the University President before the agency fee may be drawn.
- (二) 計劃書應詳列活動宗旨、場地、內容、時間、經費預算、參加對象、協辦單位、支援項目、工作人員職掌表等相關事項。
- (2) The plan shall provide sufficient information on the purpose, venue, content, timing, budget, participants, co-organizers, support items, and the duties of the staff of the activity.
- (三) 各項活動費用經校長核可後，主辦單位可視活動需要提出活動經費預借表並由指導單位核准後始得預借以利活動進行。
- (3) At the approval of the University President, the funds for the activity could be drawn. The organizer may request for an advance depending on the need of the activity subject to the approval of the supervisory body. Once approved, fund could be drawn for facilitating the unfolding of the activity.

#### 第六條 學生自治團體代辦費會計稽核程序

Article VI: Audit procedure of the agency fee for the Student Association

- (一) 學生自治團體應依據本辦法開立專戶專款專用。專戶應由指導單位組長、學生自治團體負責人及學生自治團體財務負責人共同開立，並且不得申請自動提款機提款卡使用。
- (1) The Student Association shall open a special account as required by The Regulations. This account shall be jointly opened by the head of the supervisory body, the person in charge of the Student Association, and the chief financial officer of the Student Association. No banking card shall be applied for ATM purpose.
- (二) 學生自治團體代辦費之各項經費核銷適用本校相關會計制度。
- (2) The accounting system of the university shall be applicable to all the items of expenses under the agency fee of the Student Association after verification for account settlement.
- (三) 學生自治團體應於每月五日以前（如遇期中考及期末考得順延一週）將前一個月之支出明細表送交各監察委員會稽核，並於每月十日前送交指導單位初審呈學生事務長審定後公布，以符財務公開原則。
- (3) The Student Association shall present the ledgers of the expenditures of the month to the Control Committee for audit by the 5<sup>th</sup> day of the next month (move forward for 1 week during mid-term and final examination), and by the 10<sup>th</sup> day to the supervisory body for preliminary review and to the Dean of Student Affairs for announcement so as to comply with the principle of transparency.
- (四) 指導單位除每月稽核代辦費資金管理及帳務處理外，並適時檢討收支之必要性及合理性，於必要時得向本校會計室提出申請協助稽核。
- (4) The supervisory body shall audit on the management of the agency fee and bookkeeping monthly, and also review the necessity and the rationality of the revenue and expenditure. Where necessary, the supervisory body shall request the Office of Accounting of the university for assistance in the audit.
- (五) 學生自治團體應於每學期開學後兩星期內製作前一學期收支報表。
- (5) The Student Association shall compile a statement of revenue and expenditures covering the previous semester within 2 weeks after the beginning of a new semester.
- (六) 學生自治團體代辦費之各項經費憑證應黏貼於支出憑證黏存單並由學生自治團體自行保管，以供全體師生查詢。
- (6) The source documents for proof of expenditures of the Student Association shall be attached to the back of the expenditure vouchers that shall be kept by the Student Association for inquiry of all faculty members and students.
- (七) 學生自治團體交接時各項財務資料列入移交，並由指導單位組長監交。
- (7) All the financial information of the Student Association shall be listed as an item for hand over at the time of the transfer of duties at the witness of the head of the supervisory body.

第七條 本辦法未盡事宜，依據本校「學生社團組織及活動辦法」及相關法規辦理。

Article VII: Anything not covered by the Regulations shall be governed by the “Regulations Governing the Organization and Activity of Student Groups” and other applicable regulations.

第八條 本辦法經學生事務委員會通過後施行，修訂時亦同。

Article VIII: The Regulations shall be subject to the resolution of the Student Affairs Committee for causing into effect. The same procedure is applicable to any amendment thereto.