

National Cheng Kung University

Mental Health Subsidy Application Form for Faculty and Staff

Applicant's department			Name	
Employee ID			National ID	
Counseling institution				
Requested subsidy amount	NT\$			
Approved subsidy amount (Applicant do not fill out)	NT\$			

Attachment of original receipt

Remarks	<ol style="list-style-type: none"> Eligible Recipients: This subsidy is available to full-time faculty and research staff (including contract-based), civil servants, university-appointed personnel, technicians, office assistants, project staff, temporary workers (non-students), adjunct assistants (non-students) and other individuals deemed eligible for subsidy by relevant committee decisions. Method of Subsidy: Eligible recipients may receive psychological counseling at medical institutions deemed qualified by the central health authorities or counseling institutions registered and approved by the governing authorities. Subsidy applications shall include receipts or proof of expenses from these counseling sessions, with the eligibility of institutions verified against data from the Ministry of Health and Welfare's medical affairs query system. Subsidy Items, Limits, and Exceptions: <ol style="list-style-type: none"> (1) The subsidy covers the costs of psychological counseling. (2) The subsidy limit is NT\$1,500 per counseling session, with a maximum sum of NT\$10,000 per person per year. (3) If the total subsidy claimed reaches the annual limit, further support must be approved at the Employee Assistance Division Meeting. (4) Deadline for Subsidy Claims: Expenses for psychological counseling must be applied for and reconciled according to the regulations of the Accounting Office within that same fiscal year. (5) Privacy and Comprehensive Management: To ensure thorough management of the subsidy and protect the privacy of applicants, all documentation related to subsidy applications and expense reconciliations shall be handled confidentially throughout the process. Annual Budget Execution Period: During the execution period of the annual budget, should the budget be exhausted before the end of the year, no further subsidies shall be granted, and applicants shall be notified accordingly. 			

Personnel signature	Cashier signature	Accounting signature	President's signature (Authorization is granted to the Personnel Office to provide permission on behalf in accordance with the implementation of hierarchical responsibilities and delegation)
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Counseling fees for faculty and staff subsidized by the program		Subpoena No.:	
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Receipt	I hereby receive the NT\$ _____ subsidy for psychological counseling from National Cheng Kung University.		
	Recipient: _____ (Signature)		
	Date (mm/dd/yyyy): _____		