

National Taiwan Normal University

Guidelines for the Loan of Laptop Computers to Students with Economically or Culturally Disadvantaged Backgrounds

Last amended on June 17, 2025

Article 1. Purpose

To support students who have academic needs but are unable to afford a laptop due to economic hardship or cultural disadvantage, these guidelines are established to provide short-term laptop loan services to help maintain their academic performance.

Article 2. Eligibility

Current students of National Taiwan Normal University (the“University”) who require a laptop for academic purposes and meet any of the following conditions may apply.

1. Students from low-income or lower-middle-income households; children or grandchildren of families facing special hardship; students with disabilities or children of persons with disabilities; indigenous students.
2. Students meeting the Ministry of Education's criteria for economically disadvantaged individuals under the "Higher Education Disadvantaged Student Assistance Measures".
3. Students from regions with relatively limited educational and cultural resources (including international students).
4. Students identified by their advisors or relevant units as experiencing genuine financial hardship.

Article 3. Application and Review Timeline

1. Regular Applications: Accepted starting February 1 and August 1 each year. Qualified applicants will be issued laptops in order of approval.
2. Ad Hoc Applications: If there are remaining laptops after regular applications, students may apply at any time. Applications will be reviewed and approved immediately as appropriate.

Article 4. Application Process

1. Complete the “Laptop Loan Application Form” and attach the necessary supporting document.
2. Application documents must be signed and commented on by the student's advisor or department mentor before being submitted to the Student Service Division.

Article 5. Loan Duration

In principle, laptops are loaned for one semester. Early return is allowed based on usage assessment and actual needs.

Article 6. Review Mechanism

1. A monthly review meeting will be convened. The review committee is chaired by the Dean of Office of Student Affairs and includes the heads of the Student Service Division, Student Counseling Center, Office of Student Adviser, and NTNU Career Center.
2. The committee will assess each application based on eligibility, academic needs, and resource availability, and prioritize accordingly.

Article 7. Allocation Principles in Case of Insufficient Supply

1. If demand exceeds the number of available laptops, allocation will follow this priority order:
 - (1) Students from low-income or lower-middle-income households.
 - (2) Students with disabilities and children of persons with disabilities.
 - (3) Indigenous students and children or grandchildren from families in special hardship situations.
 - (4) Students recognized as economically disadvantaged by the Ministry of Education.
 - (5) Students from areas with limited cultural resources.
 - (6) Others with urgent needs as identified by advisors.
2. Applicants not immediately accommodated will be placed on a waiting list and provided a laptop as soon as one becomes available.

Article 8. Rules for Collection and Usage

1. Approved applicants must sign a "Laptop Loan Agreement" before receiving the equipment.
2. Borrowers must use and maintain the device responsibly, ensuring timely return according to the agreement.
3. In case of damage, loss, or overdue return, the borrower must follow related compensation procedures.

Article 9. The guidelines are implemented upon approval by the Office of Student Affairs Meeting and the final authorization of the Dean of Student Affairs. Any amendments will follow the same process.