

National Taiwan Normal University

Directives for the Loaning of Laptop Computers to Economically and Culturally Disadvantaged Students

Last amended on October 14, 2025

1. Purpose

The Directives for the Loaning of Laptop Computers to Economically and Culturally Disadvantaged Students (“the Directives”) are formulated to provide short-term laptop lending services to students of the University who have academic learning needs but are unable to obtain their own laptop computers due to economic or cultural disadvantages, in support of their learning effectiveness.

2. Eligibility

Currently enrolled students at the University who satisfy any of the following criteria related to their family’s economic or cultural circumstances and require a laptop computer to support their academic pursuits may submit an application:

- (1) Students who are from low-income households or middle-to-low-income households; children or grandchildren of families in special circumstances; students with physical or mental disabilities; children of persons with physical or mental disabilities; or students of indigenous status.
- (2) Students who meet the criteria for economically disadvantaged status as defined in the Ministry of Education’s Financial Assistance Measures for Disadvantaged Students at Universities and Colleges.
- (3) Students from regions with relatively limited educational and cultural resources, including international students.
- (4) Students who have been assessed and recognized by their adviser or relevant

administrative units as experiencing genuine financial hardship.

3. Application and Review Timeline

- (1) Regular Application Period: Applications are accepted beginning February 1 and August 1 of each year. Students who pass the eligibility review shall be provided with laptops in the order of application.
- (2) Rolling Application: If laptops remain available after the regular application period, students may submit an application at any time. Laptops will be disbursed immediately upon approval.

4. Application Method

- (1) Applicants shall complete the Laptop Computer Loan Application Form and attach relevant supporting documents.
- (2) Application documents shall be submitted to the Division of Student Services, Office of Student Affairs, after being reviewed and endorsed by the student adviser or departmental adviser.

5. Usage Period: The loan period shall be limited to one semester. The borrowed laptop may be returned early based on an evaluation of the student's usage status and actual needs.

6. Review Mechanism

- (1) A review panel shall be convened monthly, with the Vice President for Student Affairs serving as the convener. The panel shall consist of the Head of the Student Services Division, the Director of the Student Counseling Center, the Chief of the Student Adviser Office, and the Director of the Career Center.
- (2) The review panel shall conduct a comprehensive evaluation based on students' eligibility, academic needs, and current resource allocation status, and rank applicants according to priority.

7. Allocation Policy in the Event of Laptop Shortages

- (1) If the number of applicants in the current semester exceeds the number of laptops

available for loan, priority shall be given according to the following order:

1. Students who meet the criteria for low-income households or middle-to-low-income households.
2. Students with disabilities and children of people with disabilities.
3. Indigenous students or students who are children or grandchildren of families in special circumstances.
4. Students identified by the Ministry of Education as economically disadvantaged.
5. Students from areas with relatively limited cultural resources.
6. Other students who are assessed by their advisers to have urgent needs.

- (2) Applicants who cannot be allocated laptops immediately shall be placed on a waiting list, and allocation shall be made in accordance with the availability of equipment following subsequent returns.

8. Rules for Collection and Use

- (1) After approval has been granted, borrowers shall sign the Laptop Computer Loan Agreement before collecting the device.
- (2) During the loan period, borrowers shall assume responsibility for the proper care and reasonable use of the borrowed laptop and shall return the device within the specified period.
- (3) Borrowers shall be liable for any damage to or loss of the borrowed laptop computer.

9. These Directives and any amendments thereto become effective after approval by the Office of Student Affairs Council meeting and ratification by the University President.

Appendix 1

NTNU Application Form for Laptop Computer Loan for Economically and Culturally Disadvantaged Students

Full Name	Student ID
Department/Graduate Institute & Year of Study	Contact Number
Reason for Loan (Briefly describe your learning needs and intended use of the laptop)	
Intended Loan Period	From YYYYMMDD_____ to YYYYMMDD_____ (one semester in principle)
Do you meet the following eligibility criteria? (Please check the appropriate box and attach supporting documents.)	☐ Low-income household ☐ Middle-to-low-income household ☐ Children or grandchildren from families in special circumstances ☐ Students with disabilities and children of people with disabilities ☐ Indigenous student ☐ Targets in the MOE's Financial Assistance Measures for Disadvantaged Students ☐ Students from areas with relatively limited cultural resources ☐ Students identified to have financial hardship by their adviser ☐ Other (Please specify) _____

Opinion from adviser or department/graduate institute head: (Please describe the student's actual financial circumstances and indicate whether a laptop loan is recommended.)

Applicant's Signature:

Date: YYYYMMDD_____

Adviser/Department Chair's Signature:

Date: YYYYMMDD_____

Appendix 2

NTNU Laptop Computer Loan Agreement for Economically and Culturally Disadvantaged Students

NTNU provides a laptop computer lending service to support the academic learning of students from economically or culturally disadvantaged families. The parties hereby enter into this Agreement and agree to the following terms and conditions:

1. Borrower's Name:
2. Student ID:
3. Department/Graduate Institute:
4. Lender: Division of Student Services
5. Loaned Equipment Details:
 - (1) Brand/Model: _____
 - (2) Equipment No.: _____
 - (3) Accessories (if any): ☐ Power cord ☐ Mouse ☐ Laptop bag
☐ Others: _____
6. Loan Period: From YYYYMMDD____/____/____ to ____/____/____ (One semester in principle; extension of loan period requires a separate application.)
7. Obligations of the Borrower:
 - (1) Borrowers should properly use and maintain the borrowed equipment. The laptop should be used solely for personal learning purposes and not be lent, transferred, or made available to any other person.
 - (2) Borrowers should not install illegal or unauthorized software on the loaned equipment to prevent cybersecurity incidents caused by malicious programs.
 - (3) In the event of damage, loss, or any other irregularity involving the loaned equipment, borrowers should promptly notify the Division of Student Services and assume liability for compensation according to relevant regulations.
 - (4) Upon expiration of the loan period, borrowers should return the equipment in proper working condition and complete the required handover procedures.
 - (5) If early return or an extension of the loan period is required, borrowers should submit an application and obtain approval before proceeding.
 - (6) When the University conducts a property inventory, borrowers shall return the borrowed equipment as required.
8. Breach of Contract: In the event of any violation of the provisions of this Agreement, the borrower shall be subject to relevant liabilities in accordance with the Civil Code and other applicable laws and regulations.
9. In the event of any dispute arising from this Agreement that results in litigation, both parties agree that the Taiwan Taipei District Court shall have jurisdiction as the court of first instance.
10. This Agreement is executed in duplicate, with each party retaining one original copy for record-keeping purposes.

Borrower's Signature:

Date: YYYYMMDD_____

Division of Student Services:

Date: YYYYMMDD_____