

Lost and Found Property Guidelines

Revised and passed at the Student Affairs Committee Meeting on June 3, 2004

Revised and passed at the Student Affairs Committee Meeting on June 21, 2012

1. Lost and Found:
 - (1) If lost articles are found, they should be brought to the Student Advising Section on Taipei campus or the Student Affairs Section on Taoyuan campus. Students are required to fill in the Lost and Found Register. A staff member will check the record and sign for the item.
 - (2) The owner of items found will be contacted if possible. If not, lost items will be stored in the Lost and Found cabinet where they may be identified and claimed. Notices are posted on the Student Affairs Division's website for everyone to check.
2. Unclaimed Items: If no one claims cash from the Lost and Found cabinet after six months, upon agreement by the finder, the cash will be deposited in the student 'Sustenance Meal' voucher account for student 'Sustenance Meals'. Other unclaimed items will be sold in the Shop of Honor to raise funds for student 'Sustenance Meals'.
3. Award:
 - (1) Students who turn in items they've found will be rewarded in the following semester according to the Standards for Awards for the Return of Lost Money. Those who collect an unclaimed item after six months will not be eligible for rewards.
 - (2) Award criteria:
 - a. Students who turn in money amounting to less than (and not including) 5,000 NTD will receive one Recognition.
 - b. Students who turn in money amounting to more than 5,000 NTD will receive two Recognitions.
 - c. Students who turn in items will also be cited for merit if there are special circumstances.
 - d. If a particularly valuable item is turned in, the finder will be rewarded according to the above criteria for cash.
4. Upon being passed at the Student Affairs Committee Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.