

Lost and Found Property Provisions

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

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. Monthly notices are posted on the bulletin board for everyone to check.
2. Unclaimed Items:

If no one claims items after six months, the finder will be notified. Finders have 15 days to come and claim the item. If the item or cash goes unclaimed, all cash will be deposited in the Student Center account for emergency aid. A sale of unclaimed items will be held to raise funds for an emergency aid fund or for student club activities.
3. Award
 1. Students who turn in items they've found will be rewarded according to the Standards for Awards for the Return of Lost Money. Those who come and collect an unclaimed item will not be eligible for rewards.
 2. Award criteria:
 - a. Students who turn in money amounting to less than 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 their achievement 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 provisions were announced and implemented.