Tzu Chi University
Application for Performing Community Service in Lieu of Disciplinary Action

_____
Last or Family Name First Middle Student ID#

The Department/Institute_____

University disciplinary action:

Disciplinary Decision_____

Demerit _____Date_____

Signatures:

_____
Student Date

_____
Academic Adviser Date

_____
Department Chair/Institute Director Date

_____
Life Guidance Chief Date

_____
Dean of Student Affairs Date

Note:

1. Application has to be made **within a week** after public notice of disciplinary actions.
2. Step-by-step procedure: (1) Fill in the application form, (2) Approved by class adviser and department chairperson, (3) Reviewed by Life Guidance Office, (4) Community service assigned, (5) service hours recorded and acknowledged, (6) Service record reviewed by Life Guidance Office, (7) Service record registered in the conduct record system, (8) Student notified the demerit record is offset.

Record of Community Service

Date of Service	Period of Service	Total Hour(s)	Description	Signature by Person in Charge
Total Hours				

Signatures:

Life Guidance Staff Date

Life Guidance Chief Date

Dean of Student Affairs Date