

## **Guidelines of Fund Income and Expenditure Management of the Community Counseling Center, Office of Student Affairs, National Taiwan Normal University**

Passed by the 98th School Fund Management Committee on November 6, 2017

Approved by the 114th School Fund Management Committee on April 30, 2020

1. The Office of Student Affairs of National Taiwan Normal University (hereinafter referred to as the University) has formulated these guidelines following the Revenue and Expenditure Management of Self-Generated Endowment Fund Regulations and others to effectively manage and utilize the service income of the community counseling center.
2. The management of the income and expenditure of the community counseling center of the office of student affairs (hereinafter referred to as the Center), unless otherwise stipulated by laws and regulations, shall be handled under the provisions of this guideline, and the principle of surplus shall be taken as the principle.
3. Income from the community counseling services refers to the income obtained by the Center from providing psychological counseling services, clinical supervision, courses and activities, venue rental, and other related services. Charging standards shall be handled under the charging standard for psychological services of the Center (see Figure 1).
4. Receipts should be issued for the income of community counseling services. The printing, storage, and use of receipts shall be handled under the guideline of the University's receipt management, self-collection, and payment of funds to the treasury.
5. Income from the community counseling services should be deposited in a special account of the University affairs fund, and a special account should be set up for its income and expenditure, storage, and use. The income and expenditure of funds should have legal certificates and be kept for a specified period.
6. After the Center's income is set aside for administrative management fees following the guideline of provisions from the University's self-raised income for administrative management fees, the administrative management fees will be used by the Center as a whole, and can be used for the following projects:
  - (1) Personnel-related expenses (hourly payment standard for personnel is shown in Figure 2).
  - (2) Expenses for community mental health promotion education and professional training activities.
  - (3) Other expenditures for promoting the development of community consultation services.

7. The annual surplus of the Center shall be retained in the Center for continued use under the guideline of the University's annual surplus processing.
8. The revenue and expenditure of the Center shall be handled by its supervisors, fund executives, users, and custodians, who are responsible for the execution of its budget, asset custody, and use; the Office of Accounting is responsible for accounting and compiling financial statements.
9. This guideline shall be implemented after being approved by the School Fund Management Committee, and the same shall apply to amendments.

**Figure 1. Charging Standard for Psychological Services of the Community  
Counseling Center, Office of Student Affairs, National Taiwan Normal University**

Services		Service charges	
Counseling Services	Individual counseling (incl. counseling in English)	NT\$1600-NT\$3500/50 mins.	
	Couple and family therapy	NT\$2000- NT\$4500/90 mins.	
	Play therapy/Art therapy/Dream work	NT\$1800- NT\$3600/90 mins.	
	Psychological test (incl. testing, scoring, evaluation)	NT\$1000 -NT\$4000 per test	
	Group counseling	NT\$600- NT\$1500 per person/session	
Clinical Supervision	Individual supervision	NT\$1200-NT\$3000 /50mins.	
	Group supervision	NT\$1000- NT\$2500 per person/session	
Courses and Activities	Professional training & workshop	NT\$300- NT\$500 per person/hr.	
	Mental health lecture	NT\$300- NT\$600 per person/hr.	
	Reading circle	NT\$300- NT\$600 per person/hr.	
Venue Rental	Individual counseling room	Weekday: 09:00-17:00	NT\$300/hr.
		Evening: 17:00-21:00; weekend and holiday	NT\$500/hr.
	Meeting room/ Group counseling room	Three time periods: Morning: 09:00-13:00 Afternoon: 13:00-17:00 Evening: 17:00-21:00	NT\$1500 per period

Note:

1. For psychological counseling services and professional supervision, the following preferential discount shall not be adopted, and the amount of charges shall be determined according to the subsidy plan and the target.
2. Preferential discount for courses and activities are limited to one of the following:
  - (1) 20% off: current faculty members and their dependents (limited to parents, spouses, children), retired faculty and staff of the University, alumni of the University and their dependents University students, silver-haired people over 65 years old (identification documents are required)
  - (2) 15% off:
    - a. Group registration of three or more (must sign up for the same professional course and pay at the same time)
    - b. Those who register for two classes (inclusive) or above at the same time (pay the fee at the same time)
    - c. Persons with disabilities (disability handbook must be issued)
  - (3) 10% off: those who have participated in the courses of the center (required to present relevant documents)
3. For the rental fee of the meeting room/group counseling room, those who rent for more than six consecutive session within six months and pay in full at one time may enjoy a 20% discount.

**Figure 2. Personnel Payment Standard for Psychological Services of the  
Community Counseling Center, Office of Student Affairs, National Taiwan  
Normal University**

Services		Payment
Counseling Services	Individual counseling (Incl. counseling in English)	70% of payment from the individual/couple/family to the psychologist.
	Couple and family therapy	
	Play therapy/Art therapy/Dream work	
	Psychological test (incl. testing, scoring, evaluation)	
Clinical Supervision	Individual supervision	70% of payment from the supervisee to the psychologist.
	Group supervision	
Courses and Activities	Professional training and workshop	NT\$1600-NT\$4000/hr.
	Mental health lecture	
	Reading circle	