

# **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

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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 Community Counseling Center Charging Standards (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. Community Counseling Center Charging Standards,  
Office of Student Affairs, National Taiwan Normal University**

**1. Description of Fees for Psychological Services**

Services		Service charges
Counseling Services	Individual counseling (incl. counseling in English):	NT\$1600–4800 / 50 mins.
	Couple and family therapy	NT\$2000–5000 / 90 mins.
	Play therapy / Art therapy / Dream work	NT\$1800–4800 / 50–90 mins.
	Psychological assessment and test (incl. testing, scoring, and evaluation)	NT\$1000–4000 per test
	Group counseling	NT\$600- NT\$1500 per person/session
	Professional consultation	NT\$1600–4800 / 50 mins.
Clinical Supervision	Individual supervision	NT\$1200-NT\$3000 /50mins.
	Group supervision	NT\$1000- NT\$2500 per person/session
Intern Counseling Psychologist Program		No counseling fee is charged. A registration fee of NT\$500 per session applies.
<b>Notes:</b> 1. Professional Consultation: (1) Definition: Professional consultation is a brief, solution-focused intervention designed to address specific concerns by offering practical guidance, psychoeducation, and access to relevant resources. It differs from counseling in that it does not focus on in-depth psychological issues or involve long-term therapeutic intervention. (2) Frequency: Typically consists of 1 to 3 sessions, each lasting 50 minutes. (3) Types of Consultation: The main types of consultation include parent-child consultation, workplace consultation, and couples consultation. These are designed to help people surrounding the primary client understand their emotional experiences or difficulties, explore ways to offer support, and provide relevant strategies and recommendations.		

**2. Description of Administrative Fees**

Services	Service charges
Counseling Certificate	NT\$100 per copy
Counseling Summary	NT\$500 per copy
Original Counseling Record	NT\$500 per session

**3. Description of Fees for Courses, Activities, and Venue Rental**

Courses and Activities	Professional training & workshop		NT\$300- NT\$600 per person/session
	Mental health lecture		NT\$300- NT\$1000 per person/session
	Reading circle		NT\$300- NT\$600 per person/session
Venue Rental	Individual counseling room	Weekday: 09:00-17:00	NT\$300-800/hr.
		Evening: 17:00-21:00; weekend and holiday	
	Meeting room/ Group counseling room	Three time periods: Morning: 09:00-13:00 Afternoon: 13:00-17:00 Evening: 17:00-21:00	NT\$1500~2000 per period
<b>Notes:</b> <ol style="list-style-type: none"> <li>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 target.</li> <li>Preferential discount for courses and activities are limited to one of the following: <ol style="list-style-type: none"> <li>20% off: Group registration of three or more (must sign up for the same professional course and pay at the same time)</li> <li>15% off: <ol style="list-style-type: none"> <li>Those who register and complete payment at least two weeks before the course start date.</li> <li>Persons with disabilities (disability handbook must be issued)</li> </ol> </li> <li>10% 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)</li> </ol> </li> </ol>			

**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)	Based on the years of experience of the psychologist and the fees charged to the client, 50%-70% will be paid to the consulting psychologist.
	Couple and family therapy	
	Play therapy/Art therapy/Dream work	
	Psychological assessment and test (incl. testing, scoring, and evaluation)	
	Professional consultation	Please refer to [Notes] for details.
Clinical Supervision	Individual supervision	50%-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	

**[Notes]**

1. Hourly personnel fees for counseling services and professional supervision follow the payment agreements with licensed counselors/clinical psychologists at the Hsin-Tien Psychological Counseling Clinic, National Taiwan Normal University.