

## Points to Note

### Application for Subsidies and Payment Deadlines

1. For the first period (from February 1st to June 30th), the deadline for applying for subsidies is **April 30th**, and the deadline for applying for payment is **June 10th**.
2. For the second period (from July 1st to January 31st of the following year), the deadline for applying for subsidies is **October 31st**, and the deadline for applying for payment is **January 31st of the following year**.
3. All applications for activity subsidies must be submitted before the activity takes place (30 to 120 days in advance). Late applications will not be considered.
4. When applying for activity subsidies, affiliated organizations must provide a work plan, financial budget, and income and expenditure report.

### Payment Instructions

1. After the subsidy amount is approved, **the applying organization will receive a payment application form detailing the approved amount.**
2. Even after learning the subsidy amount, the applying organization must make an advance payment for the activity and original receipts must be kept. The print texts on thermal receipt paper will fade over time so a photocopy is required. A faded receipt without a clear copy will not be accepted.
3. All funds and receipts must be used for the approved subsidy purposes. If used for other purposes or exceed the approved subsidy amount, they will not be reimbursed.
4. Once all receipts are collected, they should be numbered in the upper right corner and submitted together with the "payment application form" to the college for review. Receipts submitted for reimbursement will not be returned.
5. **Late applications for payment will not be accepted.**