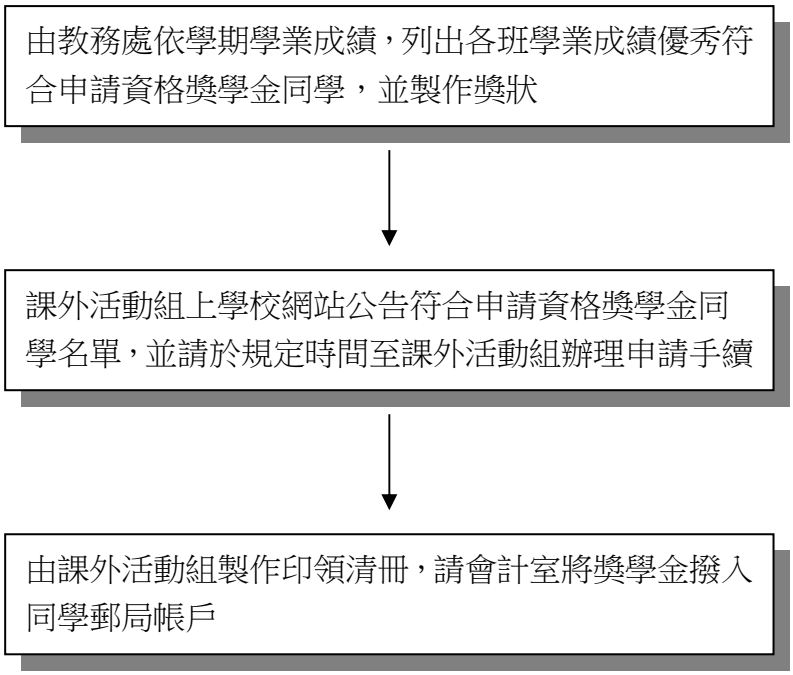學業成績優秀學生獎學金(學業菁英獎)作業流程