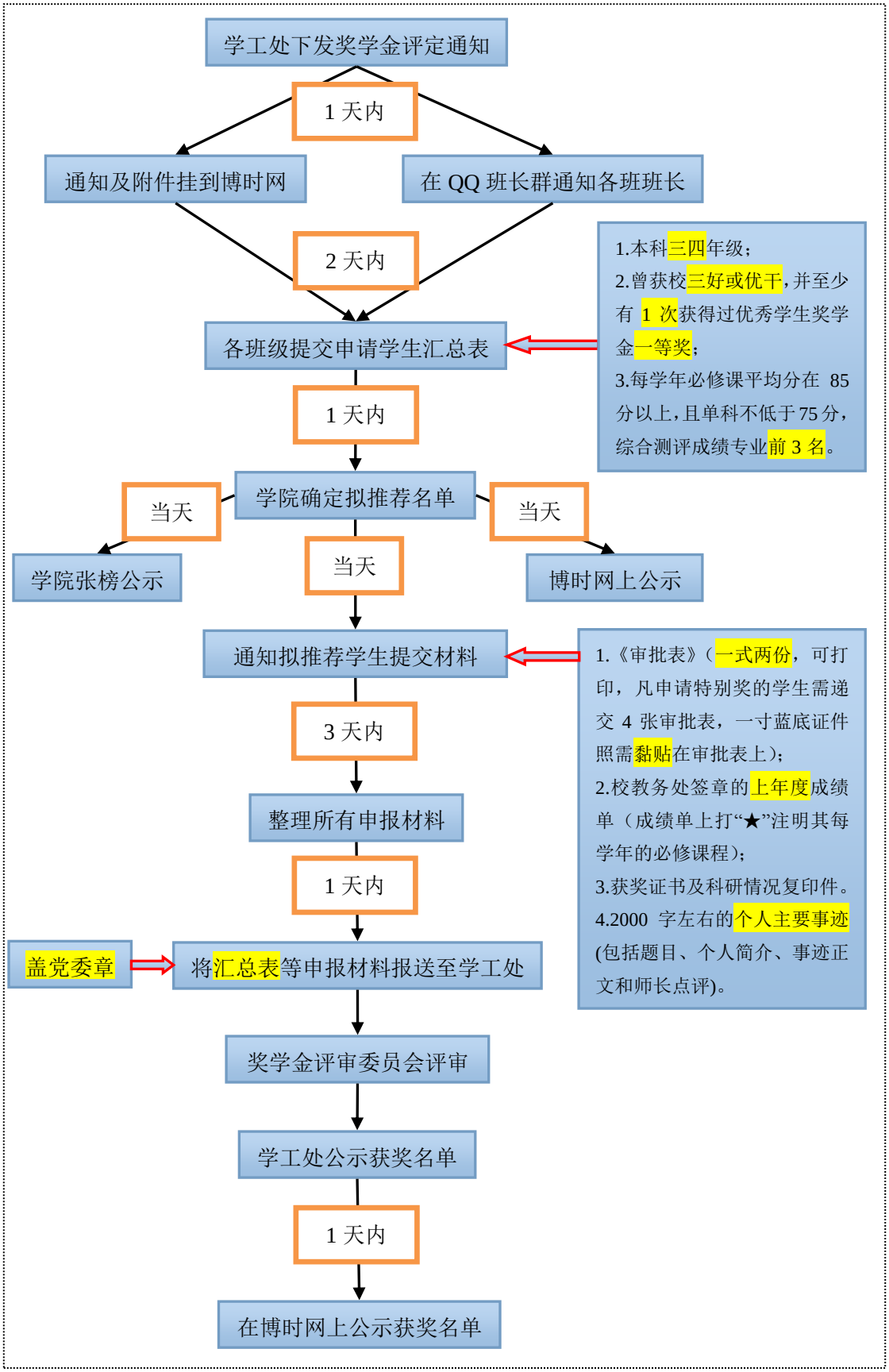校长特别奖学金评定流程