

# 元智大學租用特聘、講（客）座教授暨貴賓招待所申請書

Yuan Ze University Application Form for Guest Houses Rental  
of Distinguished Professors, Chair Professors, Visiting Professors, and VIP Guests

邀請單位 Inviting Unit		住客姓名 Guest's Name	
代申請人姓名 Proxy Applicant's Name		聯絡電話 Contact Phone	(O): (H):
住客來訪目的 Guest's Purpose of Visit	<input type="checkbox"/> 教學 Teaching	校內正式開課並指導研究生 Conducting Official Classes on Campus and Supervising Graduate Students <input type="checkbox"/> 是，課名 Yes, Course Name _____ <input type="checkbox"/> 否 No <small style="color: red;">本項未勾選者，視同未於校內正式開課亦未指導研究生 If none of the above is selected, it is considered that no official classes are conducted on campus, and no supervision of graduate students is provided.</small>	
	<input type="checkbox"/> 合作研究 Collaborative Research <input type="checkbox"/> 學術交流，探訪交換學生 Academic Exchange, Visiting Exchange Students <input type="checkbox"/> 建教合作/產學合作 University-Industry Cooperation		
申請住宿期間 Accommodation Period	自 from 年(y) 月(m) 日(d) 至 to 年(y) 月(m) 日(d) (住宿期限規定請參考招待所設置與管理辦法) (For accommodation period regulations, please refer to the Regulations for Guesthouse Establishment and Management)		
申請住宿類別 Accommodation Type	<input type="checkbox"/> 3房2廳雙衛 (B棟) 3-bedroom, 2-bathroom (Building B)	<input type="checkbox"/> 單人套房 (C棟) Single Suite (Building C)	<input type="checkbox"/> 2房2廳單衛 (D棟) 2-bedroom, 2-bathroom (Building D)
房間號碼 (由總務處填寫) Room Number (To be filled by the Office of General Affairs)	____號 No. ____樓 Floor ____室 Room 校內分機 Campus Extension : _____	維護管理費共計 NT\$ _____ 元 Total Maintenance Fee <small style="color: blue;">如另需加住日數，需經總務處核准後，重新計算費用額度 If additional days are required, approval from the Office of General Affairs is needed, and the fee will be recalculated accordingly</small>	
維護管理費付費方式 Maintenance Fee Payment Method	<input type="checkbox"/> 人事室付費 Personnel Office Payment <input type="checkbox"/> 邀請/申請單位付費 Inviting/Applying Unit Payment <input type="checkbox"/> 訪客自行付費請邀請/申請單位規定期間內先行墊付 Guest Self-payment <small style="color: red;">(The inviting/applying unit is requested to make an advance payment within the specified period)</small>		
附註 Notes	1. 房間基本配備：書桌一套、床組（含棉被、床單及枕頭）、浴室、冰箱、冷氣、衣櫥、電話（僅提供校內分機功能）、檯燈、熱水瓶、吹風機、垃圾桶、腳踏墊。Basic Room Amenities: Desk set, bedding (including comforter, bedsheet, and pillow), bathroom, refrigerator, air conditioning, wardrobe, telephone (only for campus extension), desk lamp, thermos, hairdryer, trash bin, foot mat. 2. 房間備品：毛巾、牙刷、牙膏、洗髮精、沐浴乳、洗面乳、肥皂、梳子、密封杯、衛生紙、紙拖鞋。除毛巾、衛生紙、梳子、密封杯、紙拖鞋各備一式外，其餘備品約可供 7-10 日使用。Room Supplies: Towels, toothbrush, toothpaste, shampoo, shower gel, facial cleanser, soap, comb, sealed cup, toilet paper, disposable slippers. Apart from towels, toilet paper, comb, sealed cup, and disposable slippers, the other supplies are provided for approximately 7-10 days' use.		

<p>3.人事室付費之申請流程：(代) 申請人→單位主管→人事室→總務處 Application process for payment through the Personnel Office: (Proxy) Applicant → Unit Head → Personnel Office → Office of General Affairs</p> <p>邀請/申請單位付費及訪客自費之申請流程：(代) 申請人→單位主管→總務處 Application process for payment by the inviting/applying unit and self-payment by the guest: (Proxy) Applicant → Unit Head → Office of General Affairs</p> <p>◎繳費請洽教授宿舍管理委員會秘書 機械系 陳怡如小姐，分機 2451。 ◎For payment inquiries, please contact Ms. Yi-JU, CHEN, Mechanical Engineering Department, Secretary of the Professor's Dormitory Management Committee, Extension: 2451.</p>
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(代) 申請人 (Proxy) Applicant	邀請/申請單位主管 Inviting/Applying Unit Head	人事室 Personnel Office	總務處 Office of General Affairs
		<p>單位付費及訪客自費者免簽 Units paying on behalf and guests paying on their own are exempt from signing</p>	

註 1：本案核准後，將影本送存申請單位與教師宿舍管理委員會。

Note 1: After approval, copies will be sent to the applying unit and the Professor's Dormitory Management Committee.

註 2：經 104/4/29 103-20 行政會議核備以下事項，申請人務請詳閱：

Note 2: For details as below approved at the 103-20 Administrative Meeting on April 29, 2015, please read carefully:

- (1) 凡長期住宿 (1個月以上) 者，以有在校內正式開課並指導研究生者為限。Long-term accommodations (over 1 month) are limited to those conducting official classes on campus and supervising graduate students.
- (2) 申請個案核定後，請於核定後10日內與入住3日前繳付全額維護管理費，以確認住宿權利。未於規定期間繳付維護管理費者，視同放棄申請。繳費後若更改申請住宿日期，於六個月內有效，並以變更一次為限。After application approval, please make full maintenance fee payment within 10 days after approval and at least 3 days before check-in to confirm your accommodation rights. Failure to pay the maintenance fee within the specified period is considered a withdrawal of the application. Changes to the accommodation dates can be made within six months and are limited to only once.
- (3) 費用一經繳納，非不可抗力因素不得退費 (管理辦法第五條)。申請個案核定後再變更住宿期間致住宿日數減少或無房可住宿者，亦不予退費。Once fees are paid, they are non-refundable, except for cases of force majeure (Article 5 of the Management Regulations). Changes to accommodation dates after approval, resulting in a decrease in the number of accommodation days or a lack of available rooms, will not be refunded.

維護管理費繳費日期\_\_\_\_\_ 收據編號 No.\_\_\_\_\_ ; 保證金繳費日期\_\_\_\_\_ 收據編號 No.\_\_\_\_\_

Security Deposit Payment Date Receipt No. Maintenance Fee Payment Date Receipt No.