

公告：現住宿生 107 學年度不續住〈放棄床位〉申請作業事項

Notice: Application Procedure of Dormitory Discontinuity / Give up bed capacity in 2018 Academic Year

說明：Description:

一、現住宿生如符合續住資格，而 107 學年度無續住意願者，除不須繳納住宿保證金外，另須辦理放棄床位申請。

For existing dormitory-qualified students whom has no intention to continue living in the dormitory, you do not need to pay the deposit and MUST apply for 'dormitory discontinuity / give up bed capacity' form.

二、申請對象：Target Applicant:

(一) 本籍大學部學生〈107 學年度床位一經排定後欲放棄者〉

Existing undergraduate students (for 2018 students whom wants to give up the bed capacity).

(二) 本籍研究所學生。Existing postgraduate students

(三) 境外學位生〈含研究生〉。Overseas students (including postgraduate students)

(四) 本學期修業期滿者如交換生、3+1 交換生、雙聯生等免申請，系統將自動檢核。

The system will automatically registered for existing graduating students, including exchange students, 3 + 1 exchange students, twinning program.

三、申請時間：Application Period:

(一) 大學部：即日起至 107 年 6 月 15 日(五)截止。

Undergraduate: From today onwards to May 15 (Friday), 2018.

(二) 研究所：即日起至 107 年 7 月 16 日(一)截止。

Postgraduate: From today onwards to July 16 (Monday), 2018.

四、申請流程：Application Procedure:

(一) 特殊原因如畢業、休學、退學、轉學、實習、出國交換及不可抗力之原因經核可而放棄床位者，請填寫「元智大學住宿生特殊原因放棄床位切結書」逕送宿服組〈男一舍 1 樓 C 區〉申請。

Please fill up and submit the 'Special Reason for Giving Up Dormitory Bed Capacity Form' to Office of Student Housing Service Section (SHSS) which is located at Section C, 1st Floor of Male Dorm if you have special reason such as graduated, program deferment, withdrawal, transfer, internship, oversea exchange and other unpredictable reason.

(二) 自願放棄如搬回家住、外宿、與室友不合、適應不良...等個人因素欲放棄床位者，請填寫「元智大學住宿生自願放棄床位切結書」經家長或輔導單位簽核後逕送宿服組〈男一舍 1 樓 C 區〉申請。

Please fill up and submit the 'Giving Up Dormitory Bed Capacity Form' to Office of Student Housing Service Section (SHSS) which is located at Section C, 1st Floor of Male

Dorm if you are willing to give up the bed capacity due to staying at home, outside campus accommodation, disagreement with roommates, difficulties in adapting dormitory environment and other personal reasons.

- (三) 離宿前請持寢室鑰匙逕至男/女一舍櫃檯辦理退房相關手續，原住床位經檢核通過始可離宿。

You MUST return the room key and 'Room Check-Out Form' to the front desk at the 1st floor (Male and Female Dorm), and leave after the dormitory room has been inspected by the staff.

#### 五、注意事項：Attention Matters:

- (一) 若於公告期限內未提出申請者，將自動視為次學年續住，住宿費將併入註冊單中，如欲不續住請即早辦理，以免衍生相關費用。

Your dormitory will be renewed automatically with accommodation fee incurred for the following year if you are not able to make the application before deadline. You are advised to make the necessary application as soon as possible if you are not going to continue staying at the dormitory.

- (二) 學期結束所有住宿生必須於住宿截止日前搬離宿舍。住宿截止日：大學部→期末考週後兩天，研究所→7月31日止)

All the dormitory students must leave the dormitory before the deadline in semester end (Deadline for undergraduate is two days after final exam week; Deadline for postgraduate is as of July 31).

- (三) 申請之床位一次為一學年，核准中途退宿者含自願退宿、特殊原因退宿、勒令退宿應自核定之日起兩週內搬離宿舍。

The tenure for bed capacity is for one year. For those who have been approved for room check-out (including self-willingness, special reason and forced-check-out) must leave the dormitory within two weeks.

- (四) 遷出原住寢室或原床位應打掃乾淨，將所使用之公物保持完整，個人物品務必完全清離，床位完全淨空。如未按規定辦理，除須按日補繳住宿費直到遷出為止外，並視情節輕重，按校規處置。若影響他人入住或已達通知截止日，則遺留物品視同廢棄物清除。

While checking out from the dormitory room, please ensure the cleanliness of the bed and room, remove the personal items from the room and return the public-used items to the original condition. You will be charged daily room rental if you are not able to move out from the dormitory according the deadline announced, unless your excuse has been accepted by the University's rules. Your personal items will be thrown away if it's affecting new tenant or exceeding the deadline announced.

#### 六、相關表單下載：Relevant documents download:

- (一) [元智大學住宿生特殊原因放棄床位切結書](#) Special Reason for Giving Up Dormitory Bed Capacity Form
- (二) [元智大學住宿生自願放棄床位切結書](#) Giving Up Dormitory Bed Capacity Form
- (三) [元智大學住宿學生退宿退費申請書](#) Room Check-out and Deposit Refund Application

Form

宿舍服務組 Student Housing Service Section (SHSS)