

勝二三舍 109 第 2 學期末清空時程表 及注意事項

Notice for 109-2 Checkout Process and Notes- ShengLi-2&3 Dorm

一、需辦理對象與辦理時間 Targets and Service time：

(一) **109 學年第 2 學期期末離宿**：採線上預約制 Those who need to move out or change rooms after 109-2: If you need to move out or change rooms, you will have to make an appointment and complete check-out process.

第一階段 Stage 1	離宿清點 服務時間 Service Time	即日起至2021/06/04(五)前一般上班日的 09:00-12:00；13:00-17:00 Before 2021/06/04(Fri.):Office hours 9:00-12:00；13:00-17:00
	受理對象	實際仍住宿於宿舍之住宿生（自 5/18 日起持續仍有進入宿舍記錄者）
第二階段 Stage 2	離宿清點 服務時間 Service Time	2021/6/7 至 7/2(五)前一般上班日的 09:00-12:00；13:00-17:00 Office Hours(09:00-12:00; 13:00-17:00) of 2021/06/07-07/02 2021/7/3(Sat.) 09:00-12:00；13:00-15:00 （ 唯一假日、最後搬離期限 下午 15:00 DEADLINE for moving out ）
	受理對象	未於第一階段完成離宿清點之住宿生

(二) 預約網址：<https://tinyurl.com/v2checkoutap>



(三) 注意事項 Notes：

- 請依照身份別辦理相關手續，不同身份別搬家時間不同，不可自行更動。Please finish the check-in/out procedures according to your identity. Different identity has different move out time, you cannot change it on your own.
- 每時段預約人數上限為 10 人，未預約成功者恕不受理離宿清點服務。Every appointment section limit is 10 people. Those who did NOT make an appointment cannot check out.
- 需於預約時段前依清空標準完成清空與清潔，在於預約時段內於寢室等待服務人員前來。（如預約 6/1 上午 10:00-11:00，需於 10:00 前就完成清空個人物品與清潔責任，並於 10:00-11:00 間於寢室內等待服務人員前來檢查）Please finish clean up BEFORE your appointment section and have the dorm manager to check your room.
- 預約方式、是否成功預約請參閱預約網址內之說明。About the appointment, please follow the website information above.
- 請盡早規劃離宿時間並提早預約，建議非貴重物品先託運返鄉。Please send your belongings home as long as you can.
- 離宿清點手續與鑰匙歸還可委託其他同宿舍同學或室友於公告離宿清點時間代為辦理，但清點責任隸屬於該位住宿生本人（未辦理、未完成、逾時辦理、欠費、未清潔、需賠償等

責任由住宿生本人承擔)。Residents can ask others to help complete the check-out process during service time, but residents him/herself shall take the responsibility. Student ID and dorm fee receipts are required to handover to your proxy for check in in order to collect the keys and complete the process. No keys can be collect without Student ID and receipts.

- (四) 因疫情變化無法預測，離宿辦理措施若有更動，以住宿服務組最新公告為主，請隨時留意相關訊息內容。As the epidemic situation in the future is unpredictable, please stay tuned for any updates from Housing Service Division.

二、109 學年第 2 學期期末及財產清點事項 109-2 Property Checks Notice

- (一) 清點手續：需填寫《學生宿舍離宿清點表》，並經服務人員檢查確認一切正常後、歸還鑰匙、結算電費後，才算完成離宿清點手續。Check-out process: Residents need to fill in the “Move-Out Check list” form, pay the A/C fee and deliver the key to dorm office to finish the check-out process.
- (二) 清空標準：個人的床、書桌、地板、衣櫃等處均需清空、擦拭，私人物品需移出寢室不可佔用公共區域。公共財產--冰箱請提早 3 日清空。Cleaning criteria: Make sure that there is no personal stuff left in the room. Whole set of furniture has to be empty; including the bed, desk, shelf, floor and wardrobe, which are all listed in the Property List. Remember to take your things out of the refrigerator.
- (三) 寢室內若有損壞之物品或未清潔乾淨者，將拍照存證，並依據本校學生住宿契約書第 8 條、第 9 條第 3 款照價賠償或酌收清潔費 1,000 元，公共區域全寢同學負共同賠償責任！Any damaged or unclean items in the room will be photographed. According to Article 7 and 9 in “Student Housing Contract,” the resident has to make compensation according to the price of the damaged item or a clean-up fee for NT\$1,000. Public area needs whole room residents to burden common compensation.
- (四) 只要是換寢或離宿鑰匙一律繳回服委室，未於離宿期限內繳回者，依住宿契約第 11 條第 4 款之規定收取手續費 250 元。For those who will change rooms or move out of the dorm, both need to turn the room keys back to complete the check out process by the deadline. Those who fail to return the key during the period of check out process will be fined a handling fee of 250, according to Article 11 in “Student Housing Contract.”
- (五) 未完成或未於公告期限完成者，依據本校住宿契約書第 8 條第 1 款依情節輕重記 5 至 8 點宿舍違規記點，並依實際情況加計其他費用。逾期未離宿、不交還寢室者，除違規記點外，亦須依住宿契約書第 9 條第 2 款規定，每日罰款 200 元直至實際離宿日；但若影響他人入住或已達通知截止日，則遺留物品直接視同廢棄物清除，並加收清潔費 1,000 元。According to Article 9 in “Student Dormitory Regulations”, residents will be levied a fine of NT\$200 per day if the check-out process is delayed. Those who failed to finish before deadline will be punished with 5-8 violation points. If affect other to check in or fail to finish before informed deadline, remaining items will be cleaned and the resident will be charged \$1000.
- (六) 離宿清點後又自行搬回寢室者，除需追繳住宿費外，視同私自搬入宿舍，依住宿管理規則第 9 條第 3 項第 1 款記 10 點違規記點，另得依學生獎懲要點進行懲處。For those who move in the room after checking out, have to pay the dormitory fee, and will be punished 10 violation points according to “Student Dormitory Regulations” and can be punished with “NCKU Directions for Student Rewards and Penalties”

(七) 對於應清空床位服務人員有權進入寢室檢查以認定違規情節，該寢其他同學不得有異議。

Dorm staff have right to enter room to check and confirm violation situation. Interfering or rejection is not allowed.

(八) 防疫期間**不開放**訪客進入協助搬家。**Visitors are NOT ALLOWED to enter.**

三、自修室 開放放置物品時間: 2021/06/21(一)早上8:00~2021/07/02(五)下午5:00

Storage room opening time : 2021/06/21(Mon.)8 a.m.~2021/07/02(Fri..)5p.m.

使用辦法 Rules :

(一) 請自行將物品放入，**從裡放到外**、排放整齊，並填寫儲藏室門上的登記單。

Please place the items neatly and fill in the registration list.

(二) 居民寄放之物品須打包裝箱、裝袋，並貼上紙條，註明姓名、寢室、聯絡方式，以免誤取。Stored items need to be boxed or bagged, noting **name, room, and contact information** to prevent pick-up mistakes.

(三) 開學物品領回期限：**2021/09/03(五)早上8:00~2019/09/10(五)下午5:00**，逾期將視同廢棄物處理。Pick-up deadline : **2021/09/03(Fri.) 8:00a.m-2021/09/10(Fri.)5:00p.m.** Overdue will be treated as garbage.

(四) 儲藏室寒假期間均鎖門且不開放拿東西。因儲藏室為共用空間，由同學自行放物與取物，服委室**無法**負擔保管責任，如同學擔心物品遺失，請勿使用儲藏室!!!!The storage room will be locked and not will open during summer holiday. **Due to the storage room is a sharing space, the dorm office is NOT responsible for safekeeping. If students are concerned about losing any items, please DO NOT use the storage room!!!!**

<<暑假至少進行一次普查及不定時抽查，若有違規將依規定處理>>

勝二三服務人員 啟 2021.6.7