勝四舍 109 學年第 2 學期末清空時程表及注意事項
Schedules and Information for 2021 Spring Semester Check-Out
(Sheng-Li 4th Dormitory)

1. 需辦理對象與辦理時間 Identity and time：

(1) **109 學年第 2 學期期末離 宿**：凡需搬離、就需辦離宿清點手續 <mark>（採預約制）</mark>

2021 Spring Semester check-out: Those who need to move out have to complete the check-out procedure. <mark>(Those who want to complete check-out procedure have to make an appointment first.)</mark>

第一階段 First stage	離宿清點服務時間 Service time for check-out procedure	即日起至 2021/6/4(五/Fri)前一般上班日的 working day： **09:00-12:00；13:00-17:00** **Working day between 2021/5/25 - 2021/6/4 (Fri): 09:00-12:00；13:00-17:00**
	受理對象 Identity	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） **Those who are still staying in dormitory. (With dormitory entry records since 5/18)**
第二階段 Second stage	離宿清點服務時間 Service time for check-out procedure	**2021/6/7 至 2021/7/2** 前一般上班日：**09:00-12:00；13:00-17:00** **2021/7/3(六) 09:00-12:00；13:00-15:00**（唯一假日&最後搬離期限:下午 **15:00**） **Working day between 2021/6/7 - 2021/7/2: 09:00-12:00；13:00-17:00** **2021/7/3(Sat) 09:00-12:00；13:00-15:00**（**The only weekend service day & Deadline 下午 15:00**）
	受理對象 Identity	未於第一階段完成離宿清點之住宿生 Those who haven't complete the check-out procedure at the first stage.

(2) 預約網址**(URL for making appointment)**：
https://forms.gle/1iMxoBAemssoh4nR8

(3) 注意事項 **Important notes**：

(a) 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 complete the procedure according to respective identities. Residents are not allowed to change the date without application.**

(b) 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。 The maximum number of applicants in each session is 10. Those who failed to make an appointment are not allowed to check out.

(c) 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) Residents must move out and clean up their room before the appointment time and wait for the staff in their room. (For example, if your appointment time is 10:00-11:00 you must clean your room beforehand and wait for the staff in your room between 10:00-11:00)

(d) 預約方式、是否成功預約請參閱預約網址內之說明。 Please read the instructions on the appointment system website and double-check if you successfully made an appointment.

(e) 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 schedule your time and make an appointment earlier. Students are advised to move out their non-pricey items by using a delivery service.

(f) 離宿清點手續與鑰匙歸還可委託其他同學或室友於**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 may ask roommates or other students to complete the check-out procedure on their behalf **during service time**; however, residents themselves shall take full responsibility for it. (Check-out procedure is delayed or incomplete, unpaid bills, compensation of unclean and damaged facilities, etc.)

(4) 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.**

2. 離宿清空及財產清點事項 *Important note for check-out procedure*

(1) 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、繳交電費後，才算完成離宿清點手續。 Check-out procedure: Residents need to fill in the "Move-Out Check-list" form, return the key to the dorm office (dorm staff will check the room), and pay their A/C electricity fee to finish the check-out procedure.

(2) 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。有申請廚房者須將櫥櫃清空。" **Room Cleaned**" criteria: Make sure that there is no personal stuff left in the room. The whole set of furniture must be emptied, wiped, and mopped; including the bed, desk, shelf, floor, and wardrobe, which are all listed in the property list. Those who have applied for the cabinets and cupboards of the kitchenette have to remove their stuff and wipe them clean.

(3) 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 7 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. The resident has to **pay compensation based on the actual price of the damaged items** or **a clean-up fee of NT$1,000** in accordance with *NCKU Student Housing Contract* (Article 7 and Article 9, Item 3). **If public facilities are damaged, all residents in the room have to share for the compensation.**

(4) 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鑰匙者**，依住宿契約第 11 條第 4 款之規定收取**手續費 250 元**。 Residents who change rooms / move out from the dorm, have to return the room keys to the dorm office by the deadline. **Failing to return the key during the period of check-out procedure** will be charged **a processing fee of NT$ 250** in accordance with *NCKU Student Housing Contract* (Article 11, Item 4).

(5) **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，則須依住宿契約書第 9 條第 3 款規定，且遺留物品直接**視同廢棄物清除**，並加收**清潔費 1,000 元**。 Residents who **failed to complete the check-out procedure within the designated period** shall be given **5 to 8 violation points** and a penalty of **NT$200 for each day overdue** in accordance with *NCKU Student Housing Contract* (Article 8, Item 1) and *NCKU Student Housing Contract* (Article 9, Item 2). If the residents do not clear their stuff within the deadline set by the dorm manager or before incoming resident check-in, the items left **will be disposed of**. The resident will be subjected to **a clean-up fee of NT$1,000** in accordance with *NCKU Student Housing Contract* (Article 9, Item 3). Residents shall not raise any opposition or request any compensation for the disposed of items.

(6) **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**。 **Those who move in the room after checking out** will be regarded as moving in without permission, shall be given **10 violation points** in accordance with *NCKU Student Dormitory Regulations* (Article 9, Section 3, Item 1), and be charged **dormitory fee** and also **disciplined in accordance with *NCKU Rules for Student Rewards and Penalties.***

(7) 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。 The dorm staff has **rights and obligations to enter the room to inspect and confirm the check-out situation and violation circumstance. All residents shall not raise any objection.**

(8) 防疫期間宿舍不開放訪客，離宿、進住期間如有開放訪客將另行公告。
For epidemic prevention, visitors are not allowed to enter the dormitory until further notice.

3. 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。 *There will be at least one inspection during Summer stay. Those who violate the regulations shall be disciplined.*

4. 勝四舍 2F 儲藏室使用辦法 *Regulations for the usage of Storeroom (2F):*

(1) 僅開放 109-2 和 110-1 都是勝四舍的居民使用。請自行將物品放入，從裡放到外、排放整齊。**Only opened for the resident who stayed in Sheng-Li 4th dormitory for both 2021 Spring semester and 2021 Fall semester. Please place your items neatly from the inner side to the outer side of the storage rack.**

(2) 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。In case of accident, items placed in the storeroom should be packed in boxes or packages and clearly stated Name, Room No., and Contact No. .

(3) 儲藏室開放時間 **Storeroom Opening Time: 2021/6/21 (Mon.) 09:00~ 2021/9/13 (Mon.) 09:00**

(4) **9/13 09:00 起**，儲藏室物品視同廢棄物處理。**Start from 9:00 on 9/13, all items left in the storeroom will be disposed of.**

(5) 違反上述規定之物品，以廢棄物處理。Any items violate the rules above will be disposed of.

(6) 寄放儲藏室之物品，服委室不負擔保管責任。擔心物品遺失者，請勿使用儲藏室。Dorm office has no custodial responsibilities for the items placed in the storeroom. For those who worry about the loss of items, please do not use the storeroom.

勝四舍服務人員 啟 **Staff of Sheng-Li 4th dormitory 2021/6/7**