

敬一舍 111 第 1 學期末清空 & 寒假留宿時程表及注意事項

Notice for 111-1 Checkout Process and Winter Stay Schedule and Notes - Ching-Yeh 1st Dormitory

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

(一) 111 學年第 1 學期期末離宿、換寢搬家：凡需搬離、換房間就需辦離宿清點

Those need to move out or change rooms after 111-1: If you need to move out or change rooms, you will have to complete checkout process.

寒假沒有留宿(需搬走) No Winter stay (Needs to Checkout)	離宿清點 服務時間 Service Time	2023/1/7(Sat.)前一般上班日 2023/1/7(Sat.)Office hours <u>09:00-12:00；13:00-17:00</u> 與 2023/1/8(Sun.) <u>09:00-12:00；13:00-17:00</u> (<u>唯一假日 The Only Weekend Service day</u>)、2023/1/9(Mon.) <u>09:00-12:00</u> (<u>最後搬離期限中午 12:00 DEADLINE for moving out</u>)
	服務地點 Location	2023/1/7(Sat.)前 Before2023/1/7(Sat.)：敬一舍服委室 Office of Ching-Yeh 1 st Dormitory 2023/1/8(Sun.)、2023/1/9(Mon.)：敬一舍內各服務站 Ching-Yeh 1 st Service floors
	注意事項 Note	1. <u>唯一假日服務時間 The only weekend service day：2023/1/8(Sun.)</u> 2. 如 <u>需延後離宿者</u> ，請在 <u>寒假留宿公告指定之申請時間</u> 先洽詢輔導員申請，床位安排需視實際情形為主，不一定能在原寢，逾時申請需繳交手續費 250 元。Application to postpone the check- out deadline should be done within the Application for winter stay (contact the dormitory consoler). The room arrangement will depend on the actual circumstance; the room for short-term stay may not be the same room. You will be charged NTD 250 processing fee for late application.
有 寒 假 留 宿，寒假寢室與 111-1 寢室不同 (需換寢) Move to another room for winter stay (changing room)	離宿清點 服務時間 Service Time	<u>2023/1/10(Tue.) 09:00-12:00；13:00-17:00</u> 與 <u>2023/1/11(Wed.) 09:00-12:00</u> 在此時間內需先領取寒假寢室鑰匙，搬完後再辦理原本寢室離宿清點 Please receive your new (winter) room’s key (bring ID & receipt to dorm office) before checking out from the original room. ★ 辦理轉換寢請攜帶：學生證、繳費證明 Check in with your new (winter) room: Student ID card & Dorm Fee Receipt of winter stay.
	服務地點 Location	敬一舍服委室 Office of Ching-Yeh 1st Dormitory
	注意事項 Note	1. <u>1/9 不需先搬離，1/10-1/11 再轉換寢搬家即可。</u> Do not need to move out before 1/9. Please change the room within 1/10-1/11. 2. <u>如無法配合轉換寢搬家時間，請事先找人於服務時間代為搬家作為替代方案，自行提早搬入寒假寢室依規定記 8 點違規記點。</u> If you are unable to corporate with the schedule, please assign someone for assistance. 8 violation points will be given to those who move the room earlier without permission. 3. <u>對換寢時間有疑慮需在 2022/12/29-2023/1/5 之上班時間洽輔導員詢問</u> ，逾時提出視情況需繳交手續費 250 元。Please contact the dormitory counselor within the working hours between 2022/12/29-2023/1/5 if residents have problems with the room changing period. A processing fee of NTD 250 will be charged for late application. 4. <u>轉換寢期間</u> 同時同間寢室會有人需搬出、搬入，故會發生需等待前人離宿才可入住的情形，因此請將此 1 天半時間均預留搬家。 During the change room time, residents might move in or move out from room at the same time. Therefore, it is necessary to wait for former resident to move out first. Please keep one and a half days for room changing.

(二) 寒假離宿、換寢搬家：凡需搬離、換房間就需辦理離宿清點

Winter Check-out, Change Rooms: If you need to move out or change room, you should complete the checkout process.

111 第 2 學期無床位 (需搬走) Those who will stay in the dorm for winter break but ALREADY CANCEL the dorm for the 2 nd semester of 111 academic year (have to move out.)	離宿清點 服務時間 Service Time	2023/2/7(Tue.)前一般上班日 Before 2023/2/7(Tue.) Office hours <u>09:00-12:00；13:00-17:00</u> 與 2023/2/8(Wed.) <u>09:00-12:00</u> (<u>最後搬離期限中午 12:00 DEADLINE for moving out</u>)
	服務地點 Location	敬一舍服委室 Office of Ching-Yeh 1st Dormitory
寒假結束需搬至 111-2 寢室 (需換寢) Those who live in the dorm for winter break but have to move into another room for the 2 nd semester (have to change rooms.)	離宿清點 服務時間 Service Time	<u>2023/2/7(Tue.) 09:00-12:00；13:00-17:00</u> 與 <u>2023/2/8(Wed.) 09:00-12:00</u> 在此時間內可先領取下期寢室鑰匙，搬完後再辦理寒假寢室離宿清點 Within this period, please check in and receive the new room’s key before moving. After moving, complete the check-out process of the previous room before the deadline. ★ 辦理轉換寢請攜帶：學生證、繳費證明 Check in with your 2 nd semester room: Student ID card & Dorm Fee Receipt of 111-2.
	服務地點 Location	敬一舍服委室 Office of Ching-Yeh 1st Dormitory
	注意事項 Note	1. <u>如無法配合轉換寢搬家時間，請事先找人於公告時間代為搬家作為替代方案，自行提早搬入下期寢室依規定記 8 點違規記點。</u> If you are unable to cooperate with the schedule, please assign someone for assistance. 8 violation points will be given to those who move the room earlier without permission. 2. <u>對換寢時間有疑慮需在 2023/1/30-2023/2/2 之上班時間洽輔導員詢問</u> ，逾時提出視情況需繳交手續費。Please contact the dormitory counselor within the working hours between 2023/1/30-2023/2/2 if you have problems with the room changing period. You will be charged NTD 250 processing fee for late application.

(三) 注意事項 Notes：

- 1、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.
- 2、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 can ask others to help complete the check-out process during service time, but residents him/herself shall take the responsibility.
- 3、如需請人代辦進住手續領鑰匙，則需將住宿生學生證、繳費證明交給代理人辦理才可受理。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.

二、111 學年第 1 學期期末、寒假離宿清空及財產清點事項 Notice for 111-1 Winter Checkout and Property Check

- (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。冰箱請提早 3 日除霜並清空，且需分攤公共區域清潔。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.
- (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 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. According to Article 7 and 9 in “Student Accommodation Agreement,” 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 Accommodation Agreement.”
- (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 Accommodation Agreement”, 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 Accommodation Agreement” and can be punished with “NCKU Rules 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.

三、1F 儲藏室 開放放置物品時間 1F Storage room opening time: 2023/1/3(Mon.) ~ 2023/1/18(Wed.) 8:00a.m. ~ 5:00p.m.

- (一) 請自行將物品放入，從裡放到外、排放整齊，並填寫儲藏室個人財產表(於服委室領取)。Place the items neatly. The space in the storage room is limited and fill in the property information form (collect form the office).
- (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：2023/2/13(一) ~ 2023/2/17(五) 8:00 ~ 17:00，逾期將視同廢棄物處理。Pick-up deadline：2023/2/13(Mon.) ~ 2/17(Fri.) 8:00a.m. ~ 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 rooms will be locked and not open during winter holiday. Please do not store valuable items. The dorm office is NOT responsible for safekeeping. If students are concerned about losing any items, please DO NOT use the storage room!!!!

<<寒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 inspection at least once during Winter stay. Those who violate the regulations will be punished.