

勝四舍 110 年暑假離宿時程表及注意事項

Check-Out Schedules and Information for 2021 summer stay (Sheng-Li 4th Dormitory)

1. 需辦理對象與辦理時間 Identity and time :

- (1) **暑假離宿、換寢搬家**：凡需搬離、換房間就需辦理離宿清點手續 **Check-out or Room Change after summer stay: Those who need to move out or move to another room have to complete the check-out procedure.**

110 第 1 學期無住宿(需搬走) Moving out for 2021 Fall Semester	服務時間 Service time	2021/8/30 (Mon.)前一般上班日: 09:00-12:00 ; 13:00-17:00 Working days until 2021/8/30 (Mon.): 09:00-12:00 ; 13:00-17:00 2021/8/31 (Tue.) 09:00-12:00 (搬離期限 Deadline)
	注意事項 Remarks	I. 如欲申請延後離宿需在 2021/8/19-8/25 之上班時間洽輔導員申請 ，逾時申請需繳交手續費 250 元 。 Application for the extension of the check out deadline should be done (contact the dormitory counselor) in the office hours between 2021/8/19-8/25. A processing fee of NTD 250 will be charged for late application.
暑假結束搬至 110-1 寢室(需換寢) Move to another room for 2021 Fall Semester	服務時間 Service time	2021/9/1 (Wed.) 09:00-12:00 ; 13:00-17:00 2021/9/2 (Thu.) 09:00-12:00 在此時間內可 先領取新寢室鑰匙 ，搬完後再辦理原本寢室離宿清點 ★辦理進住請攜帶：學生證、住宿費繳費收據 Within this period, please check-in and claim the new room key before moving . After moving, complete the check-out procedure of the previous room before the deadline. ★Please conduct check-in procedure with Student ID and dorm fee payment receipt.
	注意事項 Remarks	I. 如無法配合轉換寢搬家時間者，請事先找人於公告時間代為搬家作為替代方案， 自行提早搬入新寢室依規定記 8 點違規記點 。 If residents are not available during service time, they may ask roommates or other students to complete the procedure on their behalf during service time. 8 violation points will be given to those who move the room earlier without permission . II. 對換寢時間有疑慮者，需在 2021/8/12-8/18 之上班時間洽輔導員詢問 ，逾時提出視情況需繳交手續費。 Please contact the dormitory counselor within the working hours between 2021/8/12-8/18 if residents have concerns about the room changing period. A processing fee of NTD 250 will be charged for late application. III. 轉換寢期間 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 room changing period, residents can only move into the room after the previous residents completed their check-out procedure. Please spare one and a half days for the room changing procedure.

(2) 注意事項 Important note :

- (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) 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.)
- (c) 如需請人代辦進住領鑰匙，則需將住宿生學生證、繳費收據交給代理人代辦才可受理。 **If resident A asks student B to complete the check-in procedure on resident A's behalf, student B must provide resident A's student ID and payment receipt for the check-in procedure.**
- (3) 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) 服務地點：勝四舍服委室（假如服務期間管理員不在座位，請打手機聯絡。）
Service Location : Office of Sheng-Li 4th dormitory (Please contact the dormitory manager via mobile phone if he/she is not in the office.)
- (2) 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.
- (3) 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.
- (4) 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.**
- (5) 只要是換寢或離宿，鑰匙一律繳回復委室，**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).
- (6) **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.
- (7) **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**.
- (8) 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.**
- (9) **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.
- (10) 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.