

勝八舍暑假離宿時程表及注意事項

Schedules and Information for 2021 Summer Stay Check-Out (Sheng-Li 8th Dormitory)

一、需辦理對象與辦理時間 Identity and time :

(一) 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 Changing rooms after Summer Stay: Those who need to move out or move to another room have to complete check-out procedure.

110 第 1 學期無床位 (需搬走) Has completed dorm cancellation for 2021 Fall Semester (Need to move out)	
離宿清點服務時間 Check-out procedure service time	2021/8/30(一/Mon.) 前一般上班日 working day <u>09:00-12:00 ; 13:00-17:00</u> 與 2021/8/31(二/Tue.) <u>09:00-12:00</u> (最後搬離期限 Deadline 中午 12:00)
服務地點 Service location	勝八九服委室 Sheng-Li 8 & 9 Dorm Office
注意事項 Important notes	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, 逾時提出需繳交手續費, 且可能需更換寢室延後。Application for the extension of the check out deadline should be done (contact the dormitory counselor) within the working hours between 2021/8/19-8/25 . The room arrangement will depend on the actual circumstance; residents may change the rooms for the short-term stay. A processing fee of NTD 250 will be charged for late application.
暑假結束需搬至 110 學年度第 1 學期寢室 (需換寢) Move to another room for 2021 Fall Semester (Need to change rooms)	
離宿清點服務時間 Check-out procedure service time	2021/9/1(三/Wed.) <u>09:00-12:00 ; 13:00-17:00</u> 與 2021/9/2(四/Thu.) <u>09:00-12:00</u> 在此時間內可先領取下期寢室鑰匙, 搬完後再辦理暑假寢室離宿清點 ★ 辦理進住請攜帶: 學生證、110-1 學期住宿費繳費收據 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.
服務地點 Service location	勝八九服委室或勝八舍南棟 1F 大廳服務台 Sheng-Li 8 & 9 Dorm Office/Sheng-Li 8 : 1F Lobby (Service Stations)
注意事項 Important notes	1. 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 。If residents are not available during service time, they may ask roommates or other students to complete the procedure for them on their behalf during service time. 8 violation points will be given to those who move in earlier without permission . 2. 對換寢時間有疑慮需在 2021/8/19-8/25 之上班時間洽輔導員詢問 , 逾時提出需繳交手續費。Residents who have problems with room changing period, please contact the dormitory counselor within the working hours between 2021/8/19-8/25 . A processing fee of NTD 250 will be charged for late application. 3. 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 。Residents can only check in after the last resident complete check-out procedure. Please keep one and a half day free for the procedure (changing room on the designated period).

(三) 注意事項 Important 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 complete the procedure according to respective identities. Residents are not allowed to change the date without application.
- 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 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. (Such as check-out procedure is delayed or incomplete, unpaid bill, compensation of unclean and damaged facilities, etc.)
- 3、如需請人代辦進住手續領鑰匙，則需將住宿生學生證、繳費收據交給代理人辦理才可受理。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 check-in procedure.

(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、暑假離宿清空及財產清點事項 Important notes for 2021 Summer Stay

Check-out procedure

- (一) 清點手續 Check-out procedure：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。Residents need to fill in the "Move-Out Check-list" form, return the key to dorm office (dorm staff will check the room), and pay their electricity fee to finish the check-out procedure.
 - 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。Make sure that there are no personal belongings left in the room. The whole set of furniture has to be emptied, wiped and mopped; including the bed, desk, shelf, floor, and wardrobe, which are all listed in the Property List.
 - 公共財產 Public property：需按照個人睡的床鋪號碼完成指定區域清潔 clean the assigned area according to your bed number：
①號床 Bed 1→馬桶間 toilet room、②號床 Bed 2→洗手台間 sink room、③號床 Bed 3→淋浴間 shower room、④號床 Bed 4→窗戶下櫃子 cabinet below windows+寢室地板 floor of the whole room+冰箱(含除霜與擦拭乾淨) refrigerator(including wiping and defrosting)。冰箱請提前 3 天除霜，即使之後還沒離宿的其他人要繼續使用，④號床同學也需先於離宿時完成除霜，並擦乾淨，否則無法通過，但最後一位離宿同學需確認冰箱全部淨空、拔除插頭。(各床號詳細說明將以 Email 通知，寢室內空床位則每人離宿時都需負擔該床位之清潔區域責任才可離宿通過)
Refrigerator needs to be defrosted three days before leaving, whether there are still others who do not check out will use it or not. Resident of bed 4 also need to defrost and wipe the refrigerator before checking out; otherwise, this is not acceptable. The last resident who checks out of that room need to make sure that there is nothing left in the refrigerator and unplug it. (Details will be sent via email.)
- (二) 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 on the basis of the actual price of the damaged items** or **a clean-up fee for NT\$1,000** in accordance with **NCKU Student Housing Contract** (Article 7 and Article 9, Item 3)
- (三) 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 change rooms / move out of the dorm, have to return the

room keys to the dorm office by the deadline. Those who fail 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).

- (四) 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。Those who fail to complete check-out within the designated period shall be given 5 to 8 violation points in accordance with *NCKU Student Housing Contract* (Article 8, Item 1). Apart from violation points, those who fail to complete check-out / return the room (including leaving their stuff in the room) before the deadline will be charged a penalty of NT\$200 per day in accordance with *NCKU Student Housing Contract* (Article 9, Item 2). The penalty of NT\$200 per day is counted from check-out deadline to the date resident complete check out (or the items left behind are removed). If the situation affects other people, the left items will be regarded as litter and be thrown away. Residents shall not raise any objection or request any compensation for the discarded items and shall pay a clean-up fee of NT\$1,000 in accordance with *NCKU Student Housing Contract* (Article 9, Item 3).
- (五) 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 disciplined in accordance with *NCKU Rules for Student Rewards and Penalties*.
- (六) 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 violation circumstance during the check-out procedure. All residents shall not raise any objection
- (七) 女生宿舍開放男賓協助離宿搬遷時間與方式依服委室公告，暑假期間不開放男賓進入。The opening hours for male guests helping check-out procedure should according to HSD's announcement. Male guests cannot enter the dorm during summer vacation.

勝八舍服務人員 啟 Sheng-Li 8th Dorm Staff 2021.7