

敬三舍 110 年暑假離宿時程表及注意事項

Notice for Summer Checkout Schedule and Notes - Ching-Yeh 3rd Dormitory

一、需辦理對象與辦理時間 Targets and Service 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

Summer Check out, Change Rooms: If you need to move out or change rooms, you will have to complete checkout process

110 第 1 學期無住宿(需搬走) Those who will stay in the dorm for summer break but ALREADY CANCEL the dorm for the 1 st semester of 110 academic year (have to move out.)	離宿清點 服務時間 Service Time	2021/8/30 (Mon.)前一般上班日 Before 2021/8/24 (Mon.) Office hours 09:00-12:00 ; 13:00-17:00 與 2021/8/31 (Tue.) 09:00-12:00 (最後搬離期限中午 12:00 DEADLINE for moving out)
	服務地點 Location	敬三舍服委室 Office of Ching-Yeh 3 rd Dormitory
	注意事項 Note	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，逾時提出視情況需繳交手續費。 Please contact the dormitory counselor within the working hours between 2021/8/19-2021/8/25 if residents have problems with the room changing period. A processing fee of NTD 250 will be charged for late application.
暑假結束需搬至 110-1 寢室 (需換寢) Those who live in the dorm for summer break but have to move into another room for the 1 st semester (have to change rooms.)	離宿清點 服務時間 Service Time	2021/9/1(Wed.) 09:00-12:00 ; 13:00-17:00 與 2021/9/2 (Thu.) 09:00-12:00 在此時間內可先領取 110 學期寢室鑰匙，搬完後再辦理暑假寢室離宿清點。 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. ★ 辦理進住請攜帶：學生證、110-1 學期住宿費繳費收據 Check in with your new (summer) room: Student ID card & Dorm Fee Receipt.
	服務地點 Location	敬三舍服委室 Office of Ching-Yeh 3 rd Dormitory
	注意事項 Note	1. 如無法配合轉換寢室搬家時間，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 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. 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，逾時提出視情況需繳交手續費。 Please contact the dormitory counselor within the working hours between 2021/8/19-2021/8/25 if residents have problems with the room changing period. 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。 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) 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.
- 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.
- 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。 **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.**

(三) 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、 110 暑假離宿清空及財產清點事項 110 Summer Checkout and Property Checks Notice

- 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.
- 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--冷氣請清理濾網、冰箱請提早 3 日除霜並清空，且需分攤公共區域清潔。 Cleaning standard: 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 on the Property List. Public property--Please clean A/C filter. The refrigerator should be defrosted and clean up 3 days earlier. Please coordinate the public areas' cleaning responsibility with your roommate.
- 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.
- 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."
- 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.
- 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".
- 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.
- 訪客協助離宿搬遷時間與方式依住宿服務組公告。
The guests, who need to enter the Ching-Yeh 3rd dormitory to help the residents move in/out, should follow the way base to the office.