

# 勝八舍 109 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 8<sup>th</sup> Dormitory)

### 一、需辦理對象與辦理時間 Identity and time :

#### (一) 109 學年第 2 學期期末離宿：採預約制

**2021 Spring Semester check-out:** Those who need to move out have to complete check-out procedure. Those who want to complete check-out procedure have to make an appointment first.

第一階段 first stage	
離宿清點服務時間 check-out procedure service time	即日起至 2021/6/4(五/Fri)前一般上班日的 working day : <a href="#">09:00-12:00</a> ; <a href="#">13:00-17:00</a>
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 check-out procedure service time	2021/6/7 至 7/2(五/Fri)前一般上班日的 working day : <a href="#">09:00-12:00</a> ; <a href="#">13:00-17:00</a> <a href="#">2021/7/3(六/Sat) 09:00-12:00 ; 13:00-15:00 (唯一假日 The only weekend service day、最後搬離期限 Deadline 下午 15:00)</a>
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 check-out procedure at first stage.

(二) 預約網址(appointment URL) : <http://tinyurl.com/2u5vy9mf>

(三) 注意事項 Important 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 complete the procedure according to respective identities. Residents are not allowed to change the date without application.**
- 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.**
- 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 cleaned your room beforehand and wait for the staff in your room at 10:00-11:00 . )
- 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 ensure the reservation is successful.**



5. 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 delivery service.
6. 離宿清點手續與鑰匙歸還可委託其他同宿舍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.)

(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、109 學年第 2 學期期末、暑假離宿清空及財產清點事項 Important notes for 2021 Spring Semester & 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) 防疫期間**不開放**訪客進入協助搬家

### 三、樓梯間儲藏室開放放置物品時間 Storage room Opening hour: 2021/5/21(五/Fri)早上 8:00~7/2(五/Fri)下午 17:00

- (一) 請自行將物品放入，**從裡放到外**、排放整齊。Please put the stuffs in the storage room neatly from inside.
- (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。Residents shall pack the stuff and attach a slip of paper which stated name, room number, and contact information prevent from mistaking the stuff.
- (三) 開學物品領回期限：**2021/9/3(五)上午 9:00-9/10(五)下午 17:00**，逾期將視同廢棄物處理。Deadline of taking back stuff in the beginning of the semester: **9/10(Fri.) 17:00**, the left items will be regarded as litter and be thrown away.
- (四) **非勝八居民或 110 學年度已無勝八舍床位者**，禁止使用儲藏室，服委室亦不受理借用門禁卡入內取物，擅自放入將視同廢棄物處理。People who are not the resident of Sheng-Li 8<sup>th</sup> Dorm, or has completed dorm cancellation for 2021 Fall Semester are forbidden from using storage room, and the dorm office will not lend out the access card. The stuff which are put without authorization will be regarded as litter and be thrown away.
- (五) 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!!!! Since the storage room is a public area, residents shall put in and take back stuff on one's own, dorm office will not take responsibility of taking care of those stuff. If residents will worry about losing stuff, please do not use the storage room.

**<<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 time dorm census and random check during Summer Stay.  
Those who violate the regulations shall be disciplined.**



說明：

1. 配合本校門禁政策，離宿期間謝絕訪客進入校園，亦不開放進入宿舍協助搬家。
2. 家長車輛可暫時停放於勝利校區後方汽車停車格內，請住宿生將打包好之行李放置於臨時行李放置區（原勝後木桌處），轉由家長帶至車上。