

<附件> 111年寒假短期住宿人工申請相關作業說明		<Attachment> Application for Short-term Stay in 2022 Winter	
一、身分別		I. Eligibilities	
1. 110-1學期住宿生延後離宿。 2. 111年寒假住宿生提前入住(註1)。 3. 外宿生全期寒假住宿。 4. 寒假期間不銜接110-1學期或110-2學期之短期住宿(含本校學生營隊活動工作人員營期住宿)(註2)。 備註 1. 現未住宿之111年寒假住宿生開放入住日為01/18，須於01/18前入住者即須另行申請提前入住，提前入住期間住宿費以150元/日計。 2. 110-2學期住宿生未申請111年寒假住宿者，如110-2學期欲提前進住，請留意本組首頁公告，另行申請110-2學期提前進住。		1. Residents of 110-1 semester applying for extension 2. Resident of 2022 winter applying for early check-in 3. Enrolled NCKU students, excluding NCKU student dormitory residents, applying for full-term winter stay of 2022 winter 4. Enrolled NCKU students applying for short- term lodging without bridging the 110-1 semester and the 110-2 semester Remarks: 1. Resident of 2022 winter may check in from Jan. 18. Those who wish to check in by Jan. 18 shall apply for early check-in and the charge is NT\$ 150 per day. 2. Residents of 110-2 semester may apply for early check-in. Please refer to the announcement for more details.	
二、申請日期、方式及注意事項		II. Date & Remarks for Application	
開放申請時間: 1. 110-1學期延後離宿 ：01/04-01/11期間上班日之09:00-12:00、13:00-17:00，洽所屬宿舍輔導員申請。 2. 111年寒假提前入住 ：01/04-01/11期間上班日之09:00-12:00、13:00-17:00，洽所屬宿舍輔導員申請。 3. 外宿生全期寒假住宿 ：01/04-01/11期間上班日之09:00-12:00、13:00-17:00，洽欲入住棟別輔導員申請。 4. 寒假期間不銜接110-1學期或110-2學期之短期住宿(含本校學生營隊活動工作人員營期住宿) ：01/04起，於入住日前3-5個工作日之09:00-12:00、13:00-17:00完成申請。請洽欲入住棟別之輔導員申請。 例1: 01/26入住，扣除假日後應於01/18~01/20期間完成申請。 例2: 01/28入住，扣除假日後應於01/20-01/21、01/24期間完成申請。 注意事項: 1. 未於上述開放申請時間完成申請者，須另繳交250元行政手續費。 2. 不開放住宿跨學制宿舍。 3. 如已無空床位，將停止受理人工申請。		Date for Application 1. Residents of 110-1 semester applying for extension: 09:00-12:00 & 13:00-17:00 of working days between Jan. 04 and Jan. 11. 2. Resident of 2022 winter applying for early check-in: 09:00-12:00 & 13:00-17:00 of working days between Jan. 04 and Jan. 11. 3. Enrolled NCKU students, excluding NCKU student dormitory residents, applying for full-term winter stay of 2022 winter: 09:00-12:00 & 13:00-17:00 of working days between Jan. 04 and Jan. 11. 4. Enrolled NCKU students applying for short- term lodging without bridging the 110-1 semester and the 110-2 semester: 09:00-12:00 & 13:00-17:00 of working days from Jan. 04. The application shall be completed by 3-5 working days before the preferred check-in day. Remarks: 1. Late application will be charged NT\$ 250 handling fee. 2. The applicant cannot apply to stay in the dorms for different academic program. 3. The application will be closed when there is no vacancy available.	
三、申請步驟		III. Steps for Application	
步驟1: 簽署線上住宿契約書: http://dorm.osa.ncku.edu.tw/index_lic.php 步驟2: 於受理時間至住宿服務組(勝利校區勝四舍1F)親洽輔導員辦理。 輔導員聯絡方式: http://housing.osa.ncku.edu.tw/p/412-1052-9830.php?Lang=zh-tw		Step 1: Signe the housing contract online: http://dorm.osa.ncku.edu.tw/index_lic.php Step 2: Contact the resident counselor of your / preferred dorm building and submit your application. Resident counselors contact info: http://housing.osa.ncku.edu.tw/p/412-1052-17024.php?Lang=en	
四、住宿安排順位與安排原則		IV. Room & Dorm Arrangement Policy	
1. 110-1學期延後離宿 ：視床位狀況安排，未必可住原寢。須配合公告轉換宿時間搬遷。 2. 111年寒假提前入住 ：視床位狀況安排，未必可住原寢。須配合公告轉換宿時間搬遷。 3. 外宿生全期寒假住宿 ：能否住宿須視剩餘床位狀況而定。 4. 寒假期間不銜接110-1學期或110-2學期之短期住宿(含本校學生營隊活動工作人員營期住宿)之短期住宿 ：能否住宿須視剩餘床位狀況而定。 注意事項: 1. 不開放住宿跨學制宿舍。 2. 如已無空床位，將停止受理人工申請。		1. Residents of 110-1 semester applying for extension: the applicant might be assigned to other rooms, instead of the present room the applicant is staying. If so, the applicant has to complete room transferring procedures by the announced moving schedule. 2. Resident of 2022 winter applying for early check-in: the applicant might be assigned to other rooms, instead of the room the applicant will be staying during 2022 winter. If so, the applicant has to complete room transferring procedures by the announced moving schedule. 3. Enrolled NCKU students, excluding NCKU student dormitory residents, applying for full-term winter stay of 2022 winter: It depends on the number of vacancy when the application is submitted. 4. Enrolled NCKU students applying for short- term lodging without bridging the 110-1 semester and the 110-2 semester: It depends on the number of vacancy when the application is submitted. Remarks: 1. The applicant cannot apply to stay in the dorms for different academic program. 2. The application will be closed when there is no vacancy available.	
五、床位查詢		V. Arrangement Inquiry	
1. 查詢時間: 依宿舍輔導員通知。 2. 查詢方式: 全期住宿: http://dorm.osa.ncku.edu.tw/index_stu.php 。 短期住宿: 以輔導員通知為準。		1. Full-term winter stay: http://dorm.osa.ncku.edu.tw/index_stu.php 2. Short-term lodging, extension for110-1 semester, and early check-in for 2022 winter: Please refer to the notification from the resident counselor.	
六、取消或異動申請之辦理時間、方式、計費標準		VI. Charge Standard for Application Revision & Cancellation	
1. 提出申請後至申請之入住日前: 請逕洽各舍輔導員辦理。須繳交250元行政手續費。 2. 自申請之入住日起: 請逕洽各舍輔導員辦理。住宿費以每日150元計，自申請入住日起計算至完成異動申請與離宿相關手續當日止。除休學、退學、畢業者，其餘申請異動者須繳交250元行政手續費。		1. From the day when the application is submitted to the day before the appointed check-in day: the applicant shall apply with the resident counselor where cancellation or revision is needed. A handling fee of NTD 250 will be charged. 2. Starting from the appointed check-in day: the applicant shall apply with the resident counselor where cancellation or revision is needed. A handling fee of NTD 250, which can only be exempted for suspension, withdrawn, and graduation, and NTD 150 per day will be charged.	
七、住宿費計算方式及繳費時間		VII. Charge Standard and Due Time for Payment	
1. 計費方式: 以每日150元計。如申請住宿期間之住宿費已逾該棟宿舍寒假全額住宿費，以該棟宿舍寒假全額住宿費計。 2. 繳費時間: 應於入住前繳畢，如有異動則依輔導員通知為準。		1. Charge standard: The fee for short-term lodging, which is calculated on a daily basis, NTD 150 per day, will not exceed the charge of full-term winter stay. When the fee for short-term lodging exceeds the charge of full-term winter stay, the applicant will be charged the fee for full-term winter stay. 2. Due time for payment: by check in.	