

Application for Change of Rooms (112-1 semester)

| DATE | EVENT | INSTRUCTION & REMARKS |
|---|---|--|
| 10:00A.M., Sep. 26 10:00A.M., Oct. 03 | Open for Application | <p>Eligibility: current tenants</p> <p>Application system: https://dorm.osa.ncku.edu.tw/index_pc.php</p> <p>Application items & processing principles:</p> <ol style="list-style-type: none"> Apply for mutual exchanges: the system will process the applications only when every applicant involved in the same exchange completes their applications. Apply for the appointed vacancy: the system will randomly select one among the applicants when there is more than one applicant applying for the same vacancy. Apply for the appointed dorm building: the system will randomly select a vacancy in the appointed dorm for the applicant when there are vacancies available in the appointed dorm building. |
| 18:00, Oct. 05 | Application Result open for Inquiry | https://dorm.osa.ncku.edu.tw/index_pc.php |
| Oct. 06 Oct. 13 | Room transferring | <p>Steps to Complete Your Room Transferring:</p> <ol style="list-style-type: none"> Collect your <u>handling fee bill</u> and <u>Checklist for Room Transferring</u> from the resident counselor of your target dorm. Pay the handling fee and, if any, the fee difference. Follow instructions on the checklist to complete the procedures for room transferring. |
| Remarks | | |
| <ol style="list-style-type: none"> Late submission will not be processed. A handling fee of NTD 250 will be charged for approved application. When there is a fee difference for the approved application, the balances will be paid to either side. The auto-payment machine can only process amounts that are multiples of 5. Thus, the fee difference will be rounded up to the multiple of 5 if it is not. If you disagree with that, please inform Housing Service Division by 17:00, Oct. 06 via email at ysluc@mail.ncku.edu.tw. We will issue the bill for you to pay at the cashier division. We are sorry for the inconvenience. Thank you for your kindly understanding. | | |