

勝二舍 112 第 1 學期末清空&寒假留宿 時程表及注意事項

Sheng-Li 2nd Dormitory 112-1st Semester Check-Out Process & Winter Stay Check-In Process Schedules and Further Information

一、需辦理對象與辦理時間 *Identity and time* :

- (一) 112 學年第 1 學期期末離宿、換寢搬家：凡需搬離、換房間就需辦離宿清點手續
112-1 check-out: Those who need to check-out and change room must have to complete check-out process

<p>寒假沒有留宿 (需搬走) For those who did not apply for the winter stay (have to move check out.)</p>	離宿清點服務時間 check-out service time	2024/1/5(五)前一般上班日的 <u>09:00-12:00 ; 13:00-17:00</u> 與 2024/1/7(日) <u>09:00-12:00 ; 13:00-17:00</u> (唯一假日)、 2024/1/8(一) <u>09:00-12:00</u> (最後搬離期限中午 12:00) Working days before 2024/1/5(Fri.) : <u>09:00-12:00 ; 13:00-17:00</u> and 2024/1/7(Sun.) <u>09:00-12:00 ; 13:00-17:00</u> (The only weekend)、 2024/1/8(Mon.) <u>09:00-12:00</u> (DEADLINE for moving out 12:00)
	服務地點 Service station	勝二三服委室 Sheng-Li 2nd & 3rd Dormitory Office
	注意事項 Important Notice	1. 唯一假日服務時間：2024/1/7(Sun.) Only Weekend Service Time 2. 如需延後離宿者，請依寒假短期住宿公告申請時間先洽詢輔導員申請，床位安排需視實際情形為主，不一定能在原寢，逾時申請需繳交手續費 250 元。 If residents need to postpone the check-out procedures, please contact the counselor during office hour. The room arrangement will depend on the actual situation ; the room for short-term stay might not be the same as the original one. Overdue applications need to pay administrative fee NT250.
<p>有寒假留宿，寒假寢室與 112-1 寢室不同(需換寢) For Those who has apply for the winter stay but have to change room.</p>	離宿清點服務時間 check-out service time	2024/1/9(二) <u>09:00-12:00 ; 13:00-17:00</u> 與 2024/1/10(三) <u>09:00-12:00</u> 在此時間內需先領取暑假寢室鑰匙，搬完後再辦理原本寢室離宿清點 Residents have to collect winter stay room key first and then complete the check-out process of original room after moving out all the stuff. ★ 辦理進住請攜帶：學生證、暑假住宿費繳費收據 Check-in(Key collecting) bring Student ID & winter Stay Dorm fee receipt.
	服務地點 Service station	勝二三服委室 Sheng-Li 2nd & 3rd Dormitory Office
	注意事項 Important Notice	1. 1/8 不需先搬離，1/9、1/10 再轉換寢搬家即可 You don't have to move on 1/8, proceed with your change room process on 1/9 & 1/10.

		<p>2. 如無法配合轉換寢室搬家時間，請事先找人於服務時間代為搬家作為替代方案，自行提早搬入暑假寢室依規定記 8 點違規記點。 If you are unable to corporate with the schedule, please assign someone for assistance. Moving in your new room without completing process will result in 8 violation points.</p> <p>3. 對換寢時間有疑慮需在 2023/12/27-2024/1/3 之上班時間洽輔導員詢問，逾時提出視情況需繳交手續費 250 元。 If you have any questions regarding the schedule, please reach counselor for assistance between office hours of 2023/12/27-2024/1/3. Overtime request will result in handling fee.</p> <p>4. 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.</p>
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(二) 寒假離宿、換寢搬家：凡需搬離、換房間就需辦理離宿清點手續

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

<p>112-2 學年無住宿 (需搬走) Those who without accommodation for the 112 academic year (have to move out.)</p>	離宿清點 服務時間 Service time	<p>2024/2/6(二) 前一般上班日的 09:00-12:00 ; 13:00-17:00 與 2024/2/7(三) 09:00-12:00 (最後搬離期限中午 12:00)</p> <p>Working days before 2024/2/6 (Tue) : 09:00-12:00 ; 13:00-17:00 and 2024/2/7 (Wed) 09:00-12:00 (DEADLINE for moving out 12:00)</p>
	服務地點 Location	勝二三服委室 Sheng-Li 2nd &3rd Dorm Office
<p>寒假結束需搬至 112-2 學年度寢室 (需換寢) Those who live in the dorm for winter break but have to move into another room for the 112 semester (have to change rooms.)</p>	離宿清點 服務時間 Service Time	<p>2024/2/6(二) 09:00-12:00 ; 13:00-17:00 與 2024/2/7(三) 09:00-12:00</p> <p>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 During this period, please collect your new room keys before applying for check out process of original room.</p>
	服務地點 Location	勝二三服委室 Sheng-Li 2nd &3rd Dorm Office
	注意事項 Notice	<p>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 corporate with the schedule, please assign someone for assistance. Moving in your new room without completing process will result in 8 violation points.</p> <p>2. 對換寢時間有疑慮需在 2024/1/24-2024/2/1 之上班時間洽輔導員詢問，逾時提出視情況需繳交手續費 250 元。</p>

If you have any questions regarding the schedule, please reach counselor for assistance between office hours of 2024/1/24-2024/2/1. Overtime request will result in handling fee.

(三) 注意事項 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 finish the check-in/out procedures according to your identity. Different identity has different move out time, you cannot change it on your own.
- 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 can ask others to help complete the check-out process during service time, but residents him/herself shall take the responsibility.
- 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。
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.
- 4、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。
Due to the unpredictable changes in the epidemic situation, if there are any changes in the check-out process, please follow the latest announcement.

二、112 學年第 1 學期期末、寒假離宿清空及財產清點事項 Checkout and Property Checks Notice

- (一) 清點手續：需並經服務人員檢查確認一切正常後、歸還鑰匙、結算電費，才算完成離宿清點手續。

Check-out process: Residents need to ask the dorm staff to check the room, pay the A/C fee and deliver the key to dorm office to finish the check-out process.

- (二) 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。

Cleaning criteria: 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 in the Property List.

- (三) 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 Housing Contract," 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.

- (四) 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 Housing Contract."

(五) 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 Dormitory Regulations", 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.

(六) 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 Dormitory Regulations" and can be punished with "NCKU Directions for Student Rewards and Penalties"

(七) 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.

(八) 訪客進入宿舍協助離宿搬遷時間與方式由勝二三服委室另行公告。

三、 儲藏室 開放放置物品時間: 2024/1/2(二)早上 8:00 - 2/23(五)下午 5:00

Storage room in Each Floor opening time: 2024/1/2 (Tue)8:00a.m. - 2/23(Fri)5:00p.m.

(一) 請自行將物品放入，從裡放到外、排放整齊，並填寫立牌上(儲藏室樓梯轉角)的物品黏貼表。

Place the items neatly. The space in the storage room is limited, **it will be closed early if it is full.**

(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。

Stored items need to be boxed or bagged, noting **name, room, and contact information** to prevent pick-up mistakes.

(三) 開學物品領回期限: 2024/2/23(五)下午 5:00，逾期將視同廢棄物處理。

Pick-up deadline : **2024/2/23 17:00**. Overdue will be treated as garbage.

(四) 儲藏室寒假期間不開放拿東西。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!!!!

The storage rooms will be locked and not open during holiday. Please do not store valuable items. The dorm office is **NOT** responsible for safekeeping. If students are concerned about losing any items, please **DO NOT** use the storage room!!!!

<<寒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 inspection at least once during winter stay.

Those who violate the regulations will be punished.

勝二舍服務人員 啟 2023.08

Sheng-Li 2nd Dormitory Office 2023.08