

勝四舍 112-1 期末清空 & 寒假留宿時程表及注意事項

Schedules and Information for 112-1 semester Check-Out & Winter stay (Sheng-Li 4th Dormitory)

1. 需辦理對象與辦理時間 Identity and time :

(1) **112 學年第 1 學期期末離宿、換寢搬家**：凡需搬離、換房間就需辦理離宿清點手續 112-1 semester check-out: Those who need to move out or move to another room have to complete the check-out procedure.

寒假沒有留宿 No Winter stay (需搬走 moving out)	服務時間 Service time	2024/1/5 (Fri.)前一般上班日: 09:00-12:00 ; 13:00-17:00 Working days until 2024/1/5 (Fri.): 09:00-12:00 ; 13:00-17:00 2024/1/7 (Sun.) 09:00-12:00 ; 13:00-17:00 2024/1/8 (Mon.) 09:00-12:00 (搬離期限 Deadline)
	注意事項 Remarks	I. 唯一假日服務時間 The only weekend service day : 2024/1/7 (Sun.) II. 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 。Application for the extension of the check-out deadline should be done (contact the dormitory counselor) within the designated period. (Please refer to the announcement of the Short-term Stay Application.) The room arrangement will depend on the actual circumstance; residents may change the rooms for a short-term stay. A processing fee of NTD 250 will be charged for the late application.
有寒假留宿，寒假寢室與 112-1 寢室不同(需換寢) Move to another room for Winter stay	服務時間 Service time	2024/1/9 (Tue.) 09:00-12:00 ; 13:00-17:00 2024/1/10 (Wed.) 09:00-12:00 在此時間內可 先領取新寢室鑰匙 ，搬完後再辦理原本寢室離宿清點 ★辦理進住請攜帶：學生證、繳費收據 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. ★Please intend the check-in procedure with Student ID and receipt.
	注意事項 Remarks	I. 1/8 不需先搬離，1/9、1/10 再轉換寢室搬家即可 Stay in the current room until 1/8 and change the room between 1/9、1/10. I. 如無法配合轉換寢室搬家時間者，請事先找人於公告時間代為搬家作為替代方案， 自行提早搬入新寢室依規定記 8 點違規記點 。If residents are not available during service time, they may ask roommates or other students to complete the procedure on their behalf during service time. 8 violation points will be given to those who move the room earlier without permission. II. 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 。Please contact the dormitory counselor within the working hours between 2023/12/27-2024/1/3 if residents have problems with the room changing period. A processing fee of NTD 250 will be charged for the late application. III. 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 room changing period, residents can only move into the room after the previous residents completed their check-out procedure. Please spare one and a half days for the room changing procedure.

(2) **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 Check-out or Room Change after Winter stay: Those who need to move out or move to another room have to complete the check-out procedure.

112-2 無床位(需搬走) Moving out for 112-1 Semester	服務時間 Service time	2024/2/6 (Tue.)前一般上班日: 09:00-12:00 ; 13:00-17:00 Working days until 2024/2/6 (Tue.): 09:00-12:00 ; 13:00-17:00 2024/2/7 (Wed.) 09:00-12:00 (搬離期限 Deadline)
寒假結束搬至 112-2 寢室(需換寢) Move to another room for 112-2 Semester	服務時間 Service time	2024/2/6 (Tue.) 09:00-12:00 ; 13:00-17:00 2024/2/7 (Wed.) 09:00-12:00 在此時間內可 先領取新寢室鑰匙 ，搬完後再辦理原本寢室離宿清點。 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.
	注意事項 Remarks	I. 如無法配合轉換寢室搬家時間者，請事先找人於公告時間代為搬家作為替代方案， 自行提早搬入新寢室依規定記 8 點違規記點 。If residents are not available during service time, they may ask roommates or other students to complete the procedure on their behalf during service time. 8 violation points will be given to those who move the room earlier without permission. II. 對換寢時間有疑慮者，需在 2024/1/24-2/1 之上班時間 洽 輔導員 詢問， 逾時提出視情況需繳交手續費 。Please contact the dormitory counselor within the working hours between 2024/1/24-2/1 if residents have concerns about the room changing period. A processing fee of NTD 250 will be charged for the late application.

(3) 注意事項 Important note :

- (a) 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。 Residents must go through the relevant procedures according to their identity. Residents are not allowed to change the date without application in advance.
- (b) 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 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. (Check-out procedure is delayed or incomplete, unpaid bills, compensation of unclean and damaged facilities, etc.)
- (c) 如需請人代辦進住領鑰匙，則需將住宿生學生證、繳費收據交給代理人代辦才可受理。 If Resident A asks Student B to complete the check-in procedure on Resident A's behalf, student B must provide Resident A's student ID and payment receipt for the check-in procedure.

2. 離宿清空及財產清點事項 Important note for check-out procedure

- (1) 服務地點：勝四舍服委室(假如服務期間管理員不在座位，請打手機聯絡。)
Service Location : Office of Sheng-Li 4th dormitory (Please contact the dormitory manager via mobile phone if he/she is not in the office.)
- (2) 清點手續：經服務人員檢查確認一切正常後、歸還鑰匙、繳交電費後，才算完成離宿清點手續。 Check-out procedure: Residents need to return the key to the dorm office (dorm staff will check the room), and pay their A/C electricity fee to finish the check-out procedure.
- (3) 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。有申請廚房者須將櫥櫃清空。“Room Cleaned” criteria: Make sure that there is no personal stuff left in the room. The whole set of furniture must be emptied, wiped, and mopped; including the bed, desk, shelf, floor, and wardrobe, which are all listed in the property list. Those who have applied for the cabinets of the kitchenette have to remove their stuff and wipe them clean.
- (4) 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 based on the actual price of the damaged items or a clean-up fee of NT\$1,000 in accordance with NCKU Student Housing Contract (Article 7 and Article 9, Item 3). If public facilities are damaged, all residents in the room have to share the compensation.
- (5) 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鑰匙者，依住宿契約第 11 條第 4 款之規定收取手續費 250 元。 Residents who change rooms/move out of the dorm, have to return the room keys to the dorm office by the deadline. Failing to return the key during the period of the check-out procedure will be charged a processing fee of NT\$ 250 in accordance with NCKU Student Housing Contract (Article 11, Item 4).
- (6) 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，則須依住宿契約書第 9 條第 3 款規定，則遺留物品直接視同廢棄物清除，並加收清潔費 1,000 元。 Residents who failed to complete the check-out procedure within the designated period shall be given 5 to 8 violation points and a penalty of NT\$200 for each day overdue in accordance with NCKU Student Housing Contract (Article 8, Item 1) and NCKU Student Housing Contract (Article 9, Item 2). However, if the residents do not clear their stuff and affect other people's occupancy or have reached the notification deadline, the items left will be disposed of. The resident will be subjected to a clean-up fee of NT\$1,000 in accordance with NCKU Student Housing Contract (Article 9, Item 3).
- (7) 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 into 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 the dormitory fee and also disciplined in accordance with NCKU Rules for Student Rewards and Penalties.
- (8) 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 check-out situation and violation circumstances. All residents shall not raise any objection.
- (9) 訪客進入前須向管理員登記，訪客時間為離宿服務期間的 9:00-12:00 ; 13:00-16:30
Visitors are required to register with the dormitory manager before entering the dormitory. The visiting hours are 9:00-12:00 ; 13:00-17:00 during the check-out period.

3. 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 at least one inspection during the Winter stay. Those who violate the regulations shall be disciplined.

4. 勝四舍 2F 儲藏室使用辦法 Regulations for the usage of Storeroom (2F):12/18 開放 3/11 截止

- (1) 僅開放 112-1 和 112-2 都是勝四舍的居民使用。請自行將物品放入，從裡放到外、排放整齊。Only open for the resident who stayed in Sheng-Li 4th dormitory for both the 112-1 and 112-2 semesters. Please place your items neatly from the inner side to the outer side of the storage rack.
- (2) 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。In case of any accident, items placed in the storeroom should be packed in boxes or packages and clearly labeled with Name, Room No., and Contact No.
- (3) 儲藏室開放時間 Storeroom Opening Time: 2023/12/18 (Mon.) 09:00 - 2024/3/11 (Fri.) 16:00
- (4) 3/11 16:00 起，儲藏室物品視同廢棄物處理。Starting from 16:00 on 3/11, all items left in the storeroom will be disposed of.
- (5) 違反上述規定之物品，以廢棄物處理。Any students who place items without following the above regulations, the items shall be disposed of as waste.
- (6) 寄放儲藏室之物品，服委室不負擔保管責任。擔心物品遺失者，請勿使用儲藏室。The dorm office has no custodial responsibilities for the items placed in the storeroom. For those who worry about the loss of items, please do not use the storeroom.

勝四舍服務人員 啟 Staff of Sheng-Li 4th dormitory 2023/8