

勝八舍 110 第 1 學期末清空 & 寒假留宿 時程表及注意事項

一、需辦理對象與辦理時間：

- (一) 110 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
2021 Fall Semester check-out: Those who need to move out or move to another room have to complete check-out procedure.

寒假沒有留宿(需搬走) No winter stay(Need to move out)	
離宿清點服務時間 Check-out procedure service time	2022/1/14(五/Fri.)前一般上班日的 Working day: 09:00-12:00 ; 13:00-17:00 與 and 2022/1/16(日/ Sun.) 09:00-12:00 ; 13:00-17:00 (<u>唯一假日 The only weekend service day</u>)、 2022/1/17(一/Mon.) 09:00-12:00 (最後搬離期限 Deadline 中午 12:00)
服務地點 Service location	2022/1/14(五/Fri.)前：勝八九服委室 Sheng-Li 8 & 9 Dorm Office 2022/1/16(日/Sun.)、1/17(一/Mon.)：宿舍 1F 大廳及各服務站 1F Hall and Service Stations
注意事項 Remarks	1. 唯一假日服務時間 The only weekend service day : 2022/1/16(日/Sun.) 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。 Application for the extension of check out deadline should be done within the service time (contact the dormitory counselor). The room arrangement depends on actual circumstances; the room for short-term stay may not be the original one. Processing fee of NTD 250 will be charged for late application.
有寒假留宿，寒假寢室與 110-1 寢室不同 (需換寢) Move to another room for winter stay (Need to change rooms)	
離宿清點服務時間 Check-out procedure service time	2022/1/18(二/Tue.) 09:00-12:00 ; 13:00-17:00 與 2022/1/19(三/Wed.) 09:00-12:00 在此時間內需先領取寒假寢室鑰匙，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. ★ 辦理進住請攜帶：學生證、寒假住宿費繳費收據 Check-in procedure: Please bring your Student ID and the receipt of dorm fee.
服務地點 Service location	宿舍 1F 大廳及各服務站 1F Hall and Service Stations
注意事項 Remarks	1. 1/17 不需先搬離，1/18、1/19 再轉換寢搬家即可 No need to move out on 1/17. Please change the room within 1/18-1/19. 2. 如無法配合轉換寢搬家時間 ，請事先找人於服務時間代為搬家作為替代方案， 自行提早搬入寒假寢室依規定記 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 for 2 them on their behalf during service time. 8 violation points will be given to those who move in earlier without permission. 3. 對換寢時間有疑慮需在 2022/1/6-2022/1/12 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>Residents who have problems with room changing period, please contact the dormitory counselor within the working hours between 2022/1/6-2022/1/12. A processing fee of NTD 250 will be charged for late application.</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。 Residents can only check in after the last resident complete check-out procedure. Please keep one and a half day free for the procedure (changing room on the designated period).</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

Check-out or Changing rooms after Winter Stay: Those who need to move out or move to another room have to complete check-out procedure.

<p>110 第 2 學期無住宿 (需搬走) Has completed dorm cancellation for 2022 Spring Semester (Need to move out)</p>	
離宿清點服務時間 Check-out procedure service time	2022/2/8(二/Tue.) 前一般上班日 working day 的 09:00-12:00 ; 13:00-17:00 與 and 2022/2/9(三/Wed.) 09:00-12:00 (最後搬離期限 Deadline 中午 12:00)
服務地點 Service location	勝八九服委室 Sheng-Li 8 & 9 Dorm Office
<p>寒假結束需搬回 110-2 寢室 (需換寢) Move to another room for 2022 Spring Semester (Need to change rooms)</p>	
離宿清點服務時間 Check-out procedure service time	2022/2/8(二/Tue.) 09:00-12:00 ; 13:00-17:00 與 2022/2/9(三/Wed.) 09:00-12:00 在此時間內可先領取下期寢室鑰匙，搬完後再辦理寒假寢室離宿清點。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.
服務地點 Service location	勝八九服委室 Sheng-Li 8 & 9 Dorm Office
注意事項 Remarks	<p>1. 如無法配合轉換寢搬家時間，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 residents are not available during service time, they may ask roommates or other students to complete the procedure for them on their behalf during service time. 8 violation points will be given to those who move in earlier without permission.</p> <p>2. 對換寢時間有疑慮需在 2022/1/20-1/26 之上班時間洽輔導員詢問，逾時提出視情況需繳交手續費。Residents who have problems with room changing period, please contact the dormitory counselor within the working hours between 2022/1/20-1/26. A processing fee of NTD 250 will be charged for late application.</p>

(三) **注意事項 Important 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 complete the procedure according to respective identities.** Residents are not allowed to change the date without application.
- 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 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.)

- 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。 **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 check-in procedure.**
- 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 of COVID-19, if there are changes to the check-out handling measures, the latest announcements from the Housing Service Division will be the main ones. Please keep an eye on the content of the relevant messages.

二、110 學年第 1 學期期末、寒假離宿清空及財產清點事項

Important notes for 2020 Fall Semester & Winter 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→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)、②號床→馬桶間 toilet room、③號床→洗手台間 sink room、④號床→淋浴間 shower room。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，①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。(各床號詳細說明將已 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方可離宿通過) 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 1 also needs to defrost and wipe the refrigerator before checking out; otherwise, this is not acceptable. The last resident who checks out of that room needs 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 must 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, must 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 4 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) 配合防疫，訪客協助離宿搬遷時間與方式將視疫情狀況另行公告於住宿服務組網頁。

To cooperate with the COVID-19 prevention, the time and method of visitors helping check out will be announced on the website of the Housing Service Division depending on the COVID-19 situation.

三、樓梯間儲藏室 開放放置物品時間 Storage room Opening hour:

2021/12/27(一/Mon.) 9:00am ~2022/3/6(日/Sun.) 5:00pm

使用辦法 Using regulations :

- (一) 請自行將物品放入，從裡放到外、排放整齊，並填寫儲藏室門上的登記單。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：2022/3/6(日) 17:00 前，逾期將視同廢棄物處理。Deadline of taking back stuff in the beginning of the semester: 2022/3/6(Sun.) 17:00, the left items will be regarded as litter and be thrown away.
- (四) 非勝八居民或 110-2 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 8th Dorm, or has completed dorm cancellation for 2022 Spring 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 stuffs on one's own, dorm office will not take responsibility of taking care of those stuffs. If residents worry about losing stuffs, 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 at least one time dorm census and random check during Winter Stay.

Those who violate the regulations shall be disciplined.