

勝二舍 110 第 1 學期末清空 & 寒假留宿 時程表及注意事項

Sheng-Li 2nd Dormitory 110-1st 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) **110 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
110-1 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	<p>2022/01/14 (Fri.) 前一般上班日的 09:00-12:00 ; 13:00-17:00</p> <p>2022/01/16(Sun.) 09:00-12:00 ; 13:00-17:00 (唯一假日 The only weekend)</p> <p>2022/01/17(Mon.) 09:00-12:00 (最後搬離期限 Deadline for check-out)</p>
	服務地點 Service station	<p>勝二三服委室 Sheng-Li 2nd & 3rd Dormitory Office</p>
	注意事項 Important Notice	<p>1. 唯一假日服務時間 The only weekend service time: 01/16(Sun.)</p> <p>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。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.</p>
<p>有寒假留宿，但 110 第 1 學期與寒假不同寢室 (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	<p>2022/1/18(Tue.) 09:00-12:00 ; 13:00-17:00 與 2022/1/19(Wed.) 09:00-12:00</p> <p>在此時間內可先領取寒假寢室鑰匙，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 on 2022/01/18 and 2022/01/19(9:00-12:00).</p> <p>★ 辦理進住請攜帶：學生證、繳費收據 Check-in(Key collecting) bring Student ID & Dorm fee receipt.</p>
	服務地點 Service station	<p>勝二三服委室 Sheng-Li 2nd & 3rd Dormitory Office</p>
	注意事項 Important Notice	<p>1. 01/17 不需先搬離，01/18、01/19 再轉換寢搬家即可。 Don't need to move out on 2022/01/17, but residents have to change the room on 2022/01/18 and 2022/01/19.</p> <p>2. 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</p>

		<p>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。</p> <p>If anyone couldn't finish room changes in these time, you could ask someone for helping to complete the check-out process during service time. The resident will receive 8 violation points for those who move in the room earlier without application.</p> <p>3. 對換寢時間有疑慮需在 2022/01/06 - 2022/01/12 之上班時間洽輔導員詢問，逾時提出視情況需繳交手續費。Please contact the counselor during office time on 2022/01/06~2022/01/12 if you have any question. Also, for overdue request will required to pay administrative 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. Please reserve 2022/01/18 AND 2022/01/19 both days for room changing.</p>
--	--	--

(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 for winter stay: Those who need to check-out and change room must have to complete check-out process

<p>110 第 2 學期無床位 (需搬走) For those who stay in the dorm for winter break already cancel the 2nd semester of 110 academic year (have to move out.)</p>	<p>離宿清點 服務時間 check-out service time</p>	<p>2022/02/08(Tue.) 前一般上班日的 09:00-12:00 ; 13:00-17:00 與 2022/02/09(Wed.) 09:00-12:00 Before 2022/02/09(Wed.) 09:00-12:00 (最後搬離期限 Deadline for check-out)</p>
<p>寒假結束需搬回 110-2 寢室 (需換寢) For those who have to move into the room of 2nd semester when winter break finished (need to change room.)</p>	<p>離宿清點 服務時間 check-out service time</p>	<p>2022/02/08(Tue.) 09:00-12:00 ; 13:00-17:00 與 2022/02/09(Wed.) 09:00-12:00 在此時間內可先領取下期寢室鑰匙，搬完後再辦理原本寢室離宿清點。Residents have to collect winter stay room key on 2022/02/08 and 2022/02/09(9:00-12:00) and then complete the check-out process of original room after moving out all the stuff.</p>
	<p>注意事項 Important Notice</p>	<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，自行提早搬入下學期寢室依規定記 8 點違規記點。 If anyone couldn't finish room changes in these time, you could ask someone for helping to complete the check-out process during service time. The resident will receive 8 violation points for those who move in the room earlier without application.</p> <p>2. 對換寢時間有疑慮需在 2022/01/20-2022/01/26 班時間洽輔導員詢問，逾時提出視情況需繳交手續費</p>

Please contact the counselor [during office time on 2022/01/20~2022/01/26](#) If you have any question .Also, for an overdue request will required to pay handling fee.

(三) 注意事項 Important Notice :

- 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 could ask someone for helping to complete the check-out process **during service time**, those who help for complete the process shall take the responsibility.
- 3、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 you need to ask others to help collecting the key (check in), you must give your student ID card and payment receipt to the agent, then the procedure can be go through.

二、110 第 1 學期期末、寒假離宿清空及財產清點事項 *Important Notice of 110-*

1 & Winter Stay Check-Out Process

(一) 服務人員服務地點：勝二三服委室 或 1F 大廳及各服務站

Service Location: Sheng-Li 2nd & 3rd Dormitory Office or First floor hall and service station

(二) 清點手續：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。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。

Check-out process: Residents need to fill in the "Check-Out Check list" form and be checked by the service staff. After confirm everything is normal, return the key and finish the settlement of electricity to finish the check-out process. According to "Student Accommodation Agreement"

Rule in Article 8, those who delay or fail to finish the check-out procedure will receive 5 to 8 violation points and plus other payment according to the actual situation.

(三) 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。 放置於公共冰箱內的物品請務必取走。

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. Items placed in the public refrigerator must be taken away.

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 Accommodation Agreement," 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復委室，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 an administrative fee of

250, according to Article 11 in "Student Accommodation Agreement."

- (五) 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 Accommodation Agreement", residents will be levied a fine of NT\$200 per day if the check-out process is delayed. If it impacts others to stay in or has reached the notice deadline, the left items will be treated as garbage and plus a clean-up fee for NT\$1,000.
- (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 according to Article 9 in "Student Accommodation Agreement" and received 10 violation points. Also, the punishment follows the "NCKU Rules 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。The dorm staffs are authorized to enter the room to inspect and identify violations, other residents of the room shouldn't have any objections.
- (八) 女生宿舍開放男賓協助離宿搬遷時間與方式依服委室公告；寒假期間不開放男賓進入。
The time and way for male guests to assist the departure in Girl's Dormitory according to the dorm notice. And it is **not open** for male to enter during the winter vacation.

三、自修室 開放放置物品時間：2022/01/10(一)早上 8:00~2022/01/19 (三)下午 5:00

Storage room opening time : 2022/01/10(Mon.)8 a.m.~2022/01/19(Wed.)5p.m.

使用辦法 Rules :

- (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 place the items neatly and fill in the registration list.
- (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：2022/02/07(一)早上 8:00~2022/02/18(五)下午 5:00，逾期將視同廢棄物處理。Pick-up deadline : 2022/02/07(Mon.) 8:00a.m-2022/02/18(Fri.)5:00p.m. Overdue will be treated as garbage.
- (四) 儲藏室寒假期間均鎖門且不開放拿東西。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 room will be locked and not will open during winter holiday. **Due to the storage room is a sharing space, 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 shall be punished.

勝二舍服務人員 啟 110.11.8