

# Application for Change of Rooms (112-2 semester)

DATE	EVENT	INSTRUCTION & REMARKS
10:00A.M., Mar. 12   10:00A.M., Mar. 19	Open for Application	<p><b>Eligibility:</b> current tenants</p> <p><b>Application system:</b> <a href="https://dorm.osa.ncku.edu.tw/index_pc.php">https://dorm.osa.ncku.edu.tw/index_pc.php</a></p> <p><b>Application items &amp; processing principles:</b></p> <ol style="list-style-type: none"> <li><b>1. Apply for mutual exchanges:</b> the system will process the applications only when every applicant involved in the same exchange completes their applications.</li> <li><b>2. Apply for the appointed vacancy:</b> the system will randomly select one among the applicants when more than one applicant is applying for the same vacancy.</li> <li><b>3. Apply for the appointed dorm building:</b> the system will randomly select a vacancy in the appointed dorm for the applicant when there are vacancies available in the appointed dorm building.</li> </ol>
18:00, Mar. 21	Application Result open for Inquiry	<a href="https://dorm.osa.ncku.edu.tw/index_pc.php">https://dorm.osa.ncku.edu.tw/index_pc.php</a>
Mar. 22   Mar. 27	Room transferring	<p><b>Steps to Complete Your Room Transferring:</b></p> <ol style="list-style-type: none"> <li>1. Collect your <u>handling fee bill</u> and <u>Checklist for Room Transferring</u> from the resident counselor of your target dorm.</li> <li>2. Pay the handling fee and, if any, the fee difference.</li> <li>3. Follow instructions on the checklist to complete the procedures for room transferring.</li> </ol>
<b>Remarks</b>		
<ol style="list-style-type: none"> <li>1. A handling fee of NTD 250 will be charged for an approved application.</li> <li>2. When there is a fee difference for the approved application, the balances shall be paid to either side.</li> <li>3. The auto-payment machines 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, please inform the Housing Service Division by 17:00, Mar. 22 via email at <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>. We will issue the bill for you to pay at the cashier division. We are sorry for the inconvenience. Thank you for your kind understanding.</li> </ol>		