

國立中興大學學生住宿輔導辦法

National Chung Hsing University Student Dormitory Guidance Regulations

99年6月30日學生事務會議修正
Amended by students affairs meeting dated June 30, 2010
100年6月10日學生事務會議修正
Amended by students affairs meeting dated June 10, 2011
101年5月29日學生事務會議修正
Amended by students affairs meeting dated May 29, 2012
103年11月11日學生事務會議修正
Amended by students affairs meeting dated November 11, 2014
104年3月18日學生事務會議修正
Amended by students affairs meeting dated March 15, 2015
105年5月6日學生事務會議修正
Amended by students affairs meeting dated May 6, 2016
106年4月28日學生事務會議修正
Amended by students affairs meeting dated April 28, 2017

壹、 目的

I. Objective

第一條 本辦法之目的，在輔導學生住宿之申請、分配、進住、退宿，生活輔導及內務要求諸項，藉以養成學生良好生活習慣及高尚品德。

Article 1 The objectives of this rule are to provide guidance to the application, allocation, lodging and cancellation of student dormitory accommodation, and to regulate dormitory life, promote self-regulation in the dormitories, and assist in the management of student dormitories.

貳、 申請及分配

II. Application and allocation of dormitory accommodation

第二條 凡本校學生，均可依學務處之公告於規定時間內申請住校，惟研究所在職專班學生不提供床位申請。

Article 2 All students of National Chung Hsing University (NCHU) can apply for accommodation within the limited period of time announced by the Office of Student Affairs (OSA). In-service Master Program students are not eligible for student accommodation application.

第三條 外國學生新生住校，由國際事務處統一申請，並於八月二十日前將住宿名冊送住宿輔導組彙辦。

Article 3 Office of International Affairs (OIA) will be responsible for the application of the dormitory accommodation of the first year foreign students. The accommodation list is sent to the SHSS before August 20th.

參、 住宿及退宿

III. Lodging and dropping of dormitory accommodation

- 第四條 學生經住宿輔導組分配寢室床位並於規定時間繳交宿費、電費、清潔費、宿舍網路費、寢室清潔保證金及財產保證金後，即可進住宿舍。凡未經許可，而擅自進住者，除飭其立即遷出外，並視情節輕重，依校規處分。
- Article 4 Students shall move in the dormitory after receiving the notification of accommodation arrangement, and paying the dormitory fee, utility fee, public cleaning fee, dormitory Internet access fee, security deposit for cleaning fee, and security deposit for public property. Students who move in the dormitory without permission shall be forced to move out the dormitory and could be punished by the school according the school regulations.
- 第五條 男、女生學生宿舍各成立宿舍服務委員會，接受住宿輔導組之輔導及監督，協助學校管理宿舍相關事宜，共同維護宿舍良好生活習慣及住宿環境安全。服務委員名額、產生及相關辦法由學務處住宿輔導組另訂之。
- Article 5 Both male and female dormitories shall establish Dormitory Service Commission separately. Both commissions shall receive the guidance and supervision of the SHSS, assist the management of dormitories, regulate dormitory life, and promote self-regulations in the dormitories. The creation of the commission and the number of members shall be regulated by the SHSS.
- 第六條 男、女生學生宿舍各成立住宿生代表會，接受住宿輔導組之輔導，建議學校宿舍生活相關事宜，協助辦理宿舍活動及協助考核宿舍服務委員會。住宿生代表委員名額、產生及相關辦法由學務處住宿輔導組另訂之。
- Article 6 Both male and female dormitories shall elect delegates to receive the guidance of SHSS, give suggestion to school on the management of dormitories, and assist dormitory activities and the evaluation of commissions. The appointment and the number of delegate are regulated by the SHSS.
- 第七條 學生進住宿舍後，對公物及室內一切設備均負有維護與保管之責任，如無故遺失或損壞，除依情節輕重得以議處外，並依規定賠償。
- Article 7 Students shall be responsible for the school property and facility in the dormitory. A student who has damaged or lost school property shall pay indemnity according the school regulations.
- 第八條 學生於期中考週結束前，經核准入住宿舍者，應繳納全數宿費，於期中考週結束後，經核准入住宿舍者，則繳納宿費二分之一。
- Article 8 Students who are permitted to move in the dormitory before the end of the midterm exam shall pay full dormitory fee. Students who are permitted to move in the

dormitory after the end of the midterm exam shall pay 1/2 of the dormitory fee.

第九條 每學期經核准住校學生，於註冊繳費時預繳男、女生宿舍規定之電費、財產保證金、清潔費及寢室清潔保證金。於學期結束後，住校生應將寢室打掃乾淨，經住宿輔導組檢查通過後，無息發還寢室清潔及財產保證金，預繳之電費每學期末或退宿時，依實際使用度數結算，多退少補。未清掃或檢查未通過之寢室，將沒收寢室清潔保證金，委由清潔公司打掃；寢室內如有公有物品遺失或損壞，依公有財產物品保管辦法處置。

Article 9 Resident students shall pay the electricity fee, guarantee property fee, cleaning fee and guarantee cleaning fee in advance. At the end of the semester, resident students shall clean up the dormitory. After passing the room inspection by the SHSS, students will receive guarantee cleaning fee and guarantee property fee. At the end of the semester, students shall receive refund for overpayment and give supplement for deficiency of electricity fee based on their electricity consumption. Students who do not pass room inspection shall not take back their guarantee cleaning fee. And students who lost or damage school property shall be punished according to the Property Maintenance Rule.

第十條 每學期住校學生(含僑生、陸生、外國學生)，均須依據男生宿舍與女生宿舍所公告訂定之期限遷出宿舍，並不得留置任何物品。寒暑假期間申請留校住宿者，須於公告訂定時間內向各宿舍服務中心辦理申請。經申請核准，並繳納宿費、電費、宿舍網路費、財產保證金、寢室清潔保證金及清潔費，方得集中住宿。

Article 10 Resident students including overseas Chinese students, Chinese students and foreign students shall move out of the dorm and bring along their personal belongings with them within the limited period announced by the SHSS. Students applying for summer/ winter vacation residence shall apply to the Dormitory Service Center within limited period. After approval, students shall pay the dormitory fee, utility fee, dormitory Internet access fee, and security deposit for public property, security deposit for cleaning fee, and public cleaning fee.

第十一條 寒暑假各行政單位、系所、社團需住宿舍者，須於公告訂定時間內向各宿舍服務中心辦理申請。

Article 11 Students and staff in the school shall apply for summer/ winter vacation residence to the Student Housing Services Center within the limited period announced by the SHSS.

第十二條 寒暑假需留校住宿之學生及各行政單位、系所、社團，寒暑假住宿收費標準，依「本校學生宿舍借用管理要點」辦理。

Article 12 The charging standard of the dorm for students and staff who apply for summer/ winter vacation residence is regulated by the NCHU Dorm Management Guideline.

第十三條 已完成住宿申請手續後，因故退宿者，於開學日之七日前申請退宿者，可申請

更換註冊繳費單，免繳宿費。開學日前一週內至開學日起一週內申請退宿者，須先完成繳納宿費後，退還宿費百分之七十；開學日起一週後至期中考週結束前申請退宿者，退還宿費百分之五十；期中考週結束後申請退宿者，所收取之宿費，全數不予退還。（均依學校公布之當學年度行事曆為準則）

Article 13 Students who complete all the application procedures for dormitory but cancel it seven days before first school day shall be exempt from paying the dormitory fee. Students who cancel it within seven days before and after first school day shall pay full dormitory fee before the school give a 70% refund back. Students who cancel it during the period from the open day to the end of the midterm exam week shall receive a refund of 50% of the dormitory fee. Students who cancel it after the end of the midterm exam week shall not get any refund. (Please refer to the school calendar.)

肆、 住宿一般規定及違規處理要點

IV. General Rules for Dormitory Violation and Management Guideline

第十四條 進住學生宿舍，應詳細閱讀並遵守各宿舍之生活公約，違規者除視情節輕重依校規處分外，並列入下學期住宿資格參考。（生活公約細則另訂之）

Article 14 Students shall read and follow all the Enforcement Rules of the Dormitory. Students who violated the rules would be punished by the school rules and may not be approved for the application of dormitory in the following semester. (Please take reference to the Enforcement Rules of the Dormitory.)

伍、 宿舍安全

V. Safety in the dormitory

第十五條 宿舍每學期應由本校各相關單位派員檢驗消防器材、電源設施、鍋爐設備及飲水設備乙次，以維護宿舍安全。

Article 15 School shall have inspectors to examine the fire-fighting equipment, electricity facility, boiler and water dispenser of every dormitory each semester.

第十六條 一年級於新生訓練時舉行防震防火防災訓練乙次，以熟知安全逃生要領；並於每棟宿舍編制消防、交通指揮、管制及救護等四組，以備緊急應變。

Article 16 Freshmen should attend earthquake and fire drills at the beginning of the semester. School should assist students to form fire-fighting, evacuation management, and life support groups to better handle the emergencies.

陸、 附則

VI. Appendix

第十七條 本辦法經學生事務會議通過後，陳請校長核定實施，修正時亦同。

Article 17 These regulations shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.