

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
106年12月1日學生事務會議修正
Amended by students affairs meeting dated December 1, 2017
107年6月4日學生事務會議修正
Amended by students affairs meeting dated June 4, 2018
107年12月14日學生事務會議修正
Amended by students affairs meeting dated December 14, 2018
108年5月3日學生事務會議修正
Amended by students affairs meeting dated May 3, 2019
108年11月22日學生事務會議修正
Amended by students affairs meeting dated November 22, 2019
109年10月30日學生事務會議修正
Amended by students affairs meeting dated October 30, 2020

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。

Article 2 All students of National Chung Hsing University (NCHU) can apply for accommodation within the designed period of time announced by the Office of Student Affairs (OSA).

第三條 男、女生學生宿舍採自願申請，住宿輔導組受理前條住宿之申請後，若宿舍

床位供應不足，依下列各款順序優先分配床位：

- 一、身心障礙學生、低收入戶學生。
- 二、中低收入戶學生。
- 三、108學年度起入學之大學部學生，設籍於離島者，且高中畢業學校須為當地高中者。
- 四、108學年度起入學之大學部學生，設籍於花東者，且高中畢業學校須為當地高中者。

Article 3 Both male and female dormitories applications are voluntarily applied. After the SHSS accepts the application for the first article of accommodation, if the bed is not adequately supplied, the bed will be allocated preferentially according to the following order.

1. Students with physical or mental disabilities and low-income students
2. Middle-low-income students
3. Undergraduate students who have enrolled since the 108th school year with a household register in offshore islands and graduated from the local high school.
4. Undergraduate students who have enrolled since the 108th school year with a household register in eastern Taiwan and graduated from the local high school.

第四條 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 4 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

第五條 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、水費、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 5 Students shall move in the dormitory after receiving the notification of accommodation arrangement, and have to pay the dormitory fee, electricity fee, water fee, public cleaning fee, dormitory internet access fee, deposit for cleaning fee, and 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.

第六條 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 6 Both male and female dormitories shall establish Dormitory Service Commission separately. Both commissions shall receive the guidance and supervision of the SHSS to 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.

第七條 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 7 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.

第八條 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 8 Students shall be responsible for the school property and facility in the dormitory. Students who has damaged or lost school property shall pay indemnity according the school regulations.

第九條 學生於學期第九週最後一個上班日以前，經核准入住宿舍者，應繳納全數宿費，於學期第九週最後一個上班日後，經核准入住宿舍者，則繳納宿費二分之一。

Article 9 Students who are permitted to move in the dormitory before the last workday of the ninth semester week shall pay full dormitory fee. Students who are permitted to move in the dormitory after the last workday of the ninth semester week shall pay 1/2 of the dormitory fee.

第十條 每學期經核准住校學生，於註冊繳費時預繳男、女生學生宿舍規定之電費、水費、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，預繳之電費及水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 10 Resident students shall pay the electricity fee, water fee, guarantee property fee, cleaning fee and guarantee cleaning fee in advance according to the rules of both male and female dormitory. 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, guarantee property fee, remainder of the electricity and the water fee prepayment. 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.

第十一條 每學期住校學生(含僑生、陸生、外國學生)，均須依據男、女生學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、水費、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 11 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 both male and female dormitory. 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, electricity fee, water fee, dormitory Internet access fee, and security deposit for public property, security deposit for cleaning fee, and public cleaning fee.

第十二條 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 12 Students and staff in the school shall apply for summer/ winter vacation residence to the Student Housing Services Center (SHSS) within the designed period announced by the SHSS.

第十三條 寒暑假及學期間需留校住宿之學生及各行政單位、系所、社團，其住宿收費標準，依「本校學生宿舍借用管理要點」辦理。

Article 13 The charging standard of the dorm for students and staff who apply for residence in winter/ summer vacation or during the semester is regulated by the NCHU Dorm Management Guideline.

第十四條 宿費退費規定：

一、參加舊生床位抽籤中籤者，如欲放棄床位，於當年五月二十日以前辦理退宿，得免費退宿，逾期者視同確定住宿。

二、五月二十日後獲得床位(含候補)者於確認床位後十四日(含)內辦理退宿，得免費退宿，逾期者視同確定住宿。

三、超過上述期限採取進階式扣繳宿費，標準如下：

(一)超過期限至六月三十日辦理取消宿舍床位者，依各學期宿費收費標準繳納宿費之百分之二十五。

(二)超過期限至七月三十一日辦理取消宿舍床位者，依各學期宿費收費標準繳納宿費之百分之三十五。

- (三)超過期限至八月三十一日(第二學期床位於次年一月一日至一月三十一日)辦理取消宿舍床位者,依各學期宿費收費標準繳納宿費之百分之四十(須先完成繳納學期宿費後,再退還宿費之百分之六十)。
- (四)九月一日(第二學期床位於次年二月一日)起至第九週最後一個上班日以前辦理取消宿舍床位者,依各學期宿費收費標準繳納宿費之百分之五十(須先完成繳納學期宿費後,再退還宿費之百分之五十)。
- (五)第九週最後一個上班日後申請退宿者,所收取之宿費,全數不予退還。
- 四、第二學期之床位於十二月三十一日以前辦理退宿者,得免扣繳宿費。
- 五、大學部一年級新生第一學期於開學日前十四日內申請退宿者,須先完成繳納宿費並扣除開學日前十四日起至申請退宿日止之每日住宿費用(每日費用為全額宿費百分之二)後,退還剩餘宿費。(均依學校公布之當學年度行事曆為準則)
- 六、開學日前因患有重大疾病不適校內住宿提出區域以上(含)醫院證明或其他特殊情況等申請退宿經學生事務長核准者,得免除扣繳宿費限制;開學日以後因前述情況申請退宿經學生事務長核准者,得依本校學生宿舍短期住宿借用標準計算住宿期間宿費及免除扣繳宿費限制。

Article 14 Refunds of the dormitory fees:

1. Current students who are entitled to dormitory lodgings through a lottery wish to give up such entitlements may apply to vacate the dormitories before May 20 of the same year and to vacate the dormitory free of charge. Those who have failed to make such applications timely will be deemed to have confirmed their lodgings.
2. Those who have obtained the entitlements for dormitory lodgings (including those from the waiting list) after May 20 may apply to give up such entitlements free of charge within 14 days (inclusive) after the entitlements are confirmed. Those who failed to make such application timely will be deemed to have confirmed their lodgings.
3. For those who have failed to meet the above-mentioned deadlines, the dormitory fees will be charged in a staged manner, and the charge standards are as follows:
 - (1). Those who apply to cancel the dormitory bed bookings after the deadline but before June 30 shall be charged 25% of the standard dormitory fees of the semester.
 - (2). Those who apply to cancel the dormitory bed bookings after the deadline but before July 31 shall be charged 35% of the standard dormitory fees of the semester.
 - (3). Those who apply to cancel the dormitory bed bookings after the deadline but before August 31 (it will be from January 1 to January 31 of the next year for the

second semester) shall be charged 40% of the standard dormitory fees of the semester (the dormitory fees shall be paid in full first before the 60% refunds can be returned).

(4). Those who apply to cancel the dormitory beds on September 1 (it will be Feb 1 for the next semester) till the last workday of the 9th week of the semester shall be charged 50% of the standard dormitory fees of the semester (the dormitory fees shall be paid in full first before the 50% refunds can be returned).

(5). Those who apply to cancel the dormitory beds after the last workday of the 9th week shall not get any refund on the dormitory fees paid.

4. Those who apply to cancel the dormitory bed bookings for the second semester before December 31 do not have to pay the dormitory fees.

5. Freshman from undergraduate class who cancel it within fourteen days before first school day, they have to pay the dormitory fee prior to get refund, meanwhile within refund, deduction of fee from fourteen days before school day until the day applying cancellation will be applied (Note: dormitory fee for each day is about 2% of total dormitory fee) (Please refer to the school calendar.)

6. Students who suffer from a serious illness (have to showed medical certificate from regional hospital or others above) and have no alternative but to move out the dorm, can be unrestricted to the regulations above with Dean of Student Affairs' permission. If the condition mentioned above happened after the beginning date of this semester, it should be followed to **NCHU Rules for Students Dormitory Application related fee of short-term.**

第十五條 住宿生有下列情形之一者，應依規定程序辦理退宿：

- 一、住宿期限期滿。
- 二、畢業、休學、退學、轉學。
- 三、自願退宿。
- 四、勒令退宿。

前述第二、四款情事發生時，應於七日內(含例假日)辦理退宿。

Article 15 Students who encounter any scenario below should be regulated by the NCHU Dorm Management Guideline.

1. Period of staying is ended
2. Graduation, drop-out, withdrawal, transference.
3. Volunteer to out of dorm
4. Forced to out of dorm.

If second and fourth scenario comes to real, involved personnel should apply cancellation of dorm within 7 days (including public holiday)

肆、 住宿一般規定及違規處理要點

IV. General Rules for Dormitory Violation and Management Guideline

- 第十六條 進住男、女生學生宿舍，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 16 Students shall read and follow all the Enforcement Rules of the Male/Female 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

- 第十七條 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 17 School shall have inspectors to examine the fire-fighting equipment, electricity facility, boiler and water dispenser of every dormitory each semester.
- 第十八條 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 18 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

- 第十九條 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 19 These regulations shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.