

國立中興大學學生住宿輔導辦法 Dormitory Regulations of National Chung Hsing University

99 年 6 月 30 日學生事務會議修正
Amended by student affairs meeting dated June 30, 2010
100 年 6 月 10 日學生事務會議修正
Amended by student affairs meeting dated June 10, 2011
101 年 5 月 29 日學生事務會議修正
Amended by student affairs meeting dated May 29, 2012
103 年 11 月 11 日學生事務會議修正
Amended by student affairs meeting dated November 11, 2014
104 年 3 月 18 日學生事務會議修正
Amended by student affairs meeting dated March 18, 2015
105 年 5 月 6 日學生事務會議修正
Amended by student affairs meeting dated May 6, 2016
106 年 4 月 28 日學生事務會議修正
Amended by student affairs meeting dated April 28, 2017
106 年 12 月 1 日學生事務會議修正
Amended by student affairs meeting dated December 1, 2017
107 年 6 月 4 日學生事務會議修正
Amended by student affairs meeting dated June 4, 2018
107 年 12 月 14 日學生事務會議修正
Amended by student affairs meeting dated December 14, 2018
108 年 5 月 3 日學生事務會議修正
Amended by student affairs meeting dated May 3, 2019
108 年 11 月 22 日學生事務會議修正
Amended by student affairs meeting dated November 22, 2019
109 年 10 月 30 日學生事務會議修正
Amended by student affairs meeting dated October 30, 2020
110 年 12 月 3 日學生事務會議修正
Amended by student affairs meeting dated December 3, 2021
111 年 5 月 13 日學生事務會議修正
Amended by student affairs meeting dated May 13, 2022
113 年 11 月 29 日學生事務會議修正(第 3、6、7、10、11、16 條)
Amendments to Article 3、6、7、10、11、16 by student affairs meeting on November 29, 2024

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 These regulations aim to provide guidance to the application, allocation, lodging, and cancellation of student dormitories, 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 dormitories

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 學生宿舍宿舍採自願申請，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 NCHU students can apply voluntarily for student dormitories. After the Division of Student Housing Service accepts the accommodation application, in case of shortage of beds, students will be allocated beds in the following order of priority:

1. Students with physical or mental disabilities and low-income;
2. Students from low-and middle-income households;
3. Undergraduate students enrolled by NCHU in 2019 or afterward with household registers in offshore islands and graduated from local senior high schools;
4. Undergraduate students enrolled by NCHU in 2019 or afterward with household registers in Hualien and Taitung regions and graduated from local senior high schools.

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 Newcomers from foreign countries may apply for accommodation through the Office of International Affairs (OIA), which will submit the accommodation list to the Division of Student Housing Service before August 20th.

參、 住宿及退宿

III. Lodging and cancellation of 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 into the dormitory after receiving the notification of accommodation arrangement by the Division of Student Housing Service, and have to pay the dormitory fees, electricity fees, water fees, public cleaning fees, dormitory internet access fees, deposits for cleaning fees, and deposits for public property. Students who move into the dormitory without permission shall be forced to move out of the dormitory and may be punished by the school according to the university

regulations.

第六條 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 Student dormitories shall establish Dormitory Service Commissions separately. Both commissions shall receive the guidance and supervision of the Division of Student Housing Service 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 Division of Student Housing Service.

第七條 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 Student dormitories shall elect delegates to receive the guidance of the Division of Student Housing Service, give suggestions to the university on the management of dormitories, and assist dormitory activities and the evaluation of commissions. The appointment and the number of delegates shall be regulated by the Division of Student Housing Service.

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 maintenance and preservation of campus property and facilities in the dormitory. Students who have damaged or lost campus property shall pay indemnity according to 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 live in the dormitory before the last workday of the ninth semester week shall pay the full amount of the accommodation fee. Students who are allowed to live in the dormitory after the last workday of the ninth semester week shall pay half the amount of the accommodation fee.

第十條 每學期經核准住校學生，於註冊繳費時預繳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 fees, water fees, security deposits for property fees, cleaning fees, and security deposits for room cleaning in advance according to the rules of Student dormitories. At the end of the semester, resident students shall clean up dormitories. After passing the room inspection by the Division of Student Housing Service, students can take back the security deposits for room cleaning and security deposits for property fees without interest. As to the prepayment of the electricity and water fees, students will receive a refund for overpayment or make a supplemental payment for any deficiency of electricity and water fees based on actual consumption at the end of the semester. Students who fail to pass room inspection shall not take back security deposits for room cleaning. Students who have lost or damaged any campus property shall be punished according to the Dormitory Public Property Management Regulation.

第十一條 每學期住校學生(含僑生、陸生、外國學生)，均須依據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, students from the Chinese mainland, and international students shall move out of the dorms and take away their personal belongings within the specified period announced by student dormitories. Students applying for summer/winter vacation residence shall apply to the Dormitory Service Center within the specified period. After approval, students shall pay the dormitory fees, electricity fees, water fees, dormitory Internet access fees, deposits for public property, deposits for room cleaning, and public cleaning fees.

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 that need to live in school during the summer/winter vacation shall apply to the Dormitory Service Center within the designed period announced by the Dormitory Service Center .

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 shall be regulated according to the NCHU Rules for Student Dormitory Application.

第十四條 退宿費用規定：

Article 14 Regulations on cancellation fees:

一、申請退宿期限：

1. Deadline for applying for cancellation:

(一)參加舊生床位抽籤中籤者，如欲放棄床位，應於當年五月二十日以前辦理退宿。

(1) Those who have obtained beds through drawing lots and want to give up their beds shall apply for cancellation before May 20 of the current year.

(二)五月二十日後獲得床位(含候補)者，如欲放棄床位，應於確認床位後十日(含)內辦理退宿。

(2) Those (including candidates on the waiting list) who have obtained beds after May 20th and want to give up beds shall apply for cancellation within 10 days (including) after getting the bed.

(三)第二學期欲退宿者，應於十二月三十一日以前辦理。

(3) Those who wish to give up their beds in the second semester shall apply for cancellation before December 31st.

二、未於上述期限內申請退宿者，須繳納退宿手續費或扣繳宿費：

2. Those who do not apply for cancellation within the above-mentioned period shall pay the cancellation fee or the chargeable accommodation fee by deduction.

(一)開學前十四日前辦理退宿者應繳納退宿手續費一千元。

(1) Those who cancel their beds 14 days before the start of the semester shall pay a cancellation fee of TWD 1,000.

(二)開學前十四日內（第二學期床位於次年一月一日至一月三十一日）辦理退宿者，應先完成繳納宿費後，退還宿費百分之七十。惟當學年之大學部一年級生及轉學生於第一學期開學日以前(含)申請退宿者，無須扣除宿費；開學日次日起十四日內申請退宿者，繳納之宿費，扣除開學日次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)後退還之；逾開學日次日起十四日後至第九週最後上班日申請退宿者，比照本條第二款第三目辦理。

(2) Those who give up their beds within 14 days prior to the start of the semester (the application for the beds in the second semester will be from January 1st to January 31st of the following year) shall first pay the accommodation fee, and then they will be refunded 70% of the dormitory fee. The accommodation fee will not be deducted for first-year undergraduate students and transfer students who cancel their beds for refund before (inclusive) the opening day of the first semester; for those who apply to cancel the bed within 14 days since the day after the opening day, the accommodation fee will be refunded after deducting the daily accommodation fee since the day after the opening day to the application day (the daily fee is 2% of the total accommodation fee); the application for canceling the bed after 14 days since the day following the opening day to the last working day of the 9th week shall be handled in

accordance with subparagraph 3, paragraph 2 of this article.

(三)開學日起(第二學期床位於次年二月一日起)至第九週最後上班日以前辦理退宿者，應先完成繳納宿費後，退還宿費百分之五十。

(3) For Those who apply for cancellation during the first day of the semester (it will be February 1 of the following year for the 2nd semester) to the last working day of the ninth week, 50% of the accommodation fee will be refunded after they finish paying the accommodation fee.

(四)第九週最後上班日後申請退宿者，所收取之宿費，全數不予退還。

(4) The accommodation fee will not be refunded for those who apply for cancellation after the last working day of the ninth week.

三、勒令退宿者，不退還所繳住宿費。

3. No refund will be given to those who are ordered to leave.

四、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。

4. Those who apply for cancellation due to a severe illness or other special circumstances as approved by the Dean of Student Affairs Office before the start of the semester may be exempted from the deduction of accommodation fees. For those who apply for cancellation due to the above-mentioned circumstances after the start of the semester and have been approved by the Dean of Student Affairs Office, their accommodation fee shall be calculated according to the short-term accommodation standard, and the deduction of the accommodation fee shall be exempted.

退宿時間及費用規定簡圖如附件。

Please refer to the schedule of the cancellation period and fees attached.

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 Under any of the following circumstances, the resident students shall move out of the dorm in accordance with the prescribed procedures:

1. Expiration of the accommodation period

2. Graduation, temporary absence from school, drop out of school, transfer to another school.

3. Move out of the dorm voluntarily

4. Forced to move out of the dorm.

In the event of any of the circumstances mentioned in Paragraphs 2 and 4, the students shall move out of the dorm within 7 days (including public holidays)

肆、 住宿一般規定及違規處理要點

IV. General Rules of Accommodation and Guidelines for Handling Violations

第十六條 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 16 Students shall read and follow all the Guidelines on Rules and Punishment for Student Dormitory. Students who have violated the rules shall be punished according to the school rules and may not be approved for the application of dormitory in the following semester. (Please take reference to the Guidelines on Rules and Punishment for Student Dormitory.)

伍、 宿舍安全

V. Safety in Dormitories

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 facilities, boilers, and water dispensers of every dormitory once a semester to ensure the safety of the dormitory.

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 shall attend earthquake and fire drills at the beginning of the semester to familiarize themselves with the escape skills. Fire-fighting staff, traffic commanders, control officers, and rescue workers shall be available for each dorm to 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 The Regulations shall be approved by the Student Affairs Meeting and submitted to the President for approval and implementation, and the same applies to amendments.

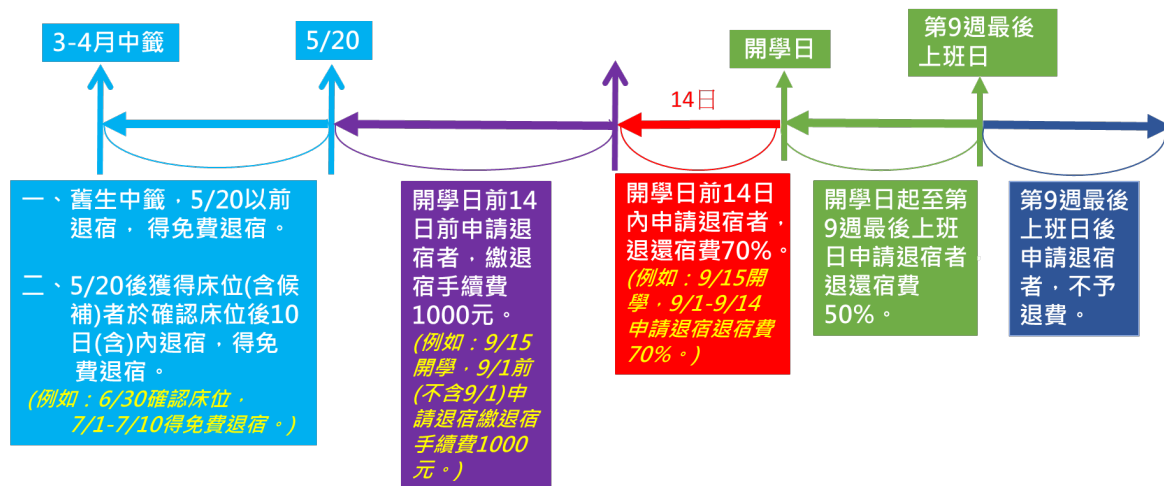
附件

學生宿舍退宿時間及費用規定簡圖

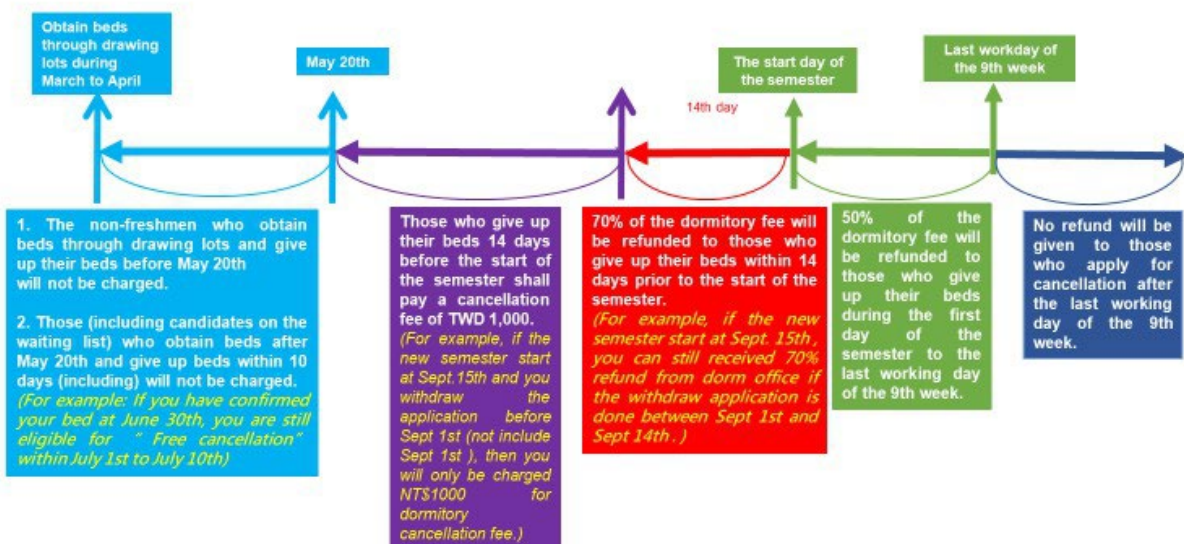
Attachment

Illustrations of the deadline for applying for cancellation and relevant fees

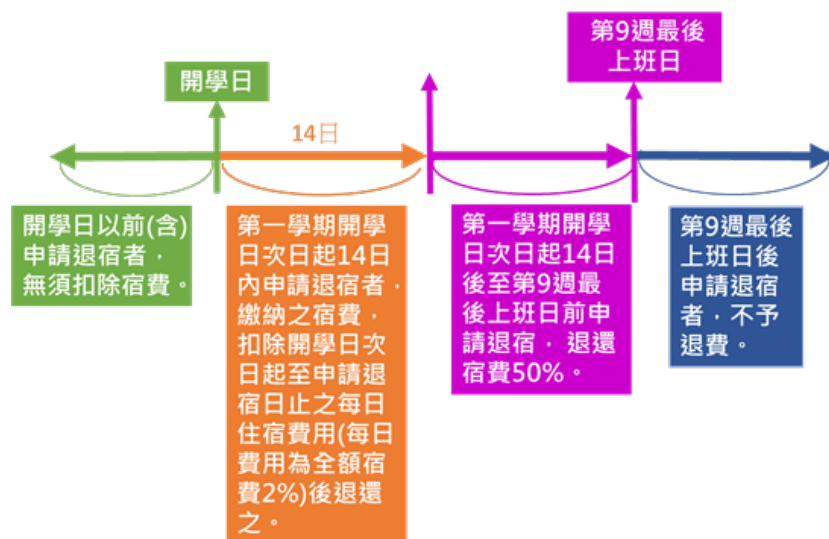
退宿期限及費用(第一學期床位，不適用當學年之大學部一年級生及轉學生)：



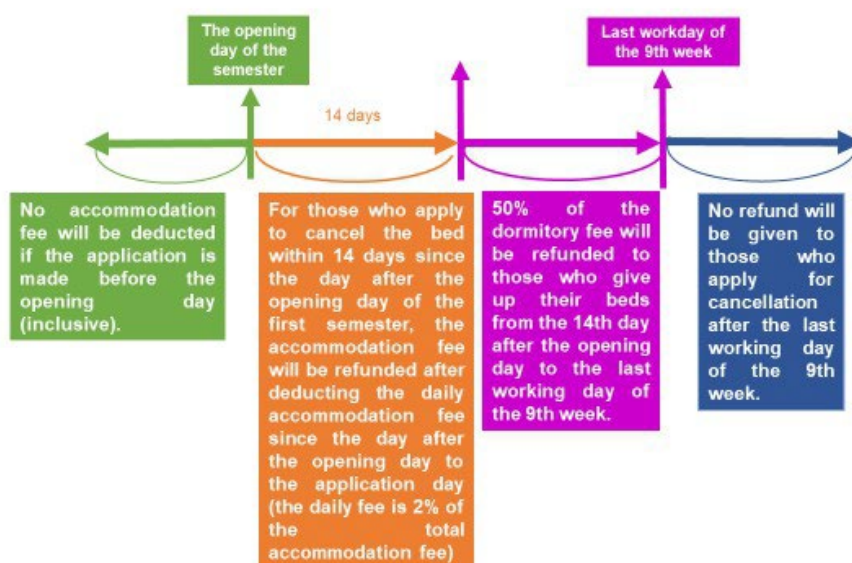
Deadline for applying for cancellation and relevant fees for first-semester beds (inapplicable to first-year undergraduate students and transfer students in the current academic year):



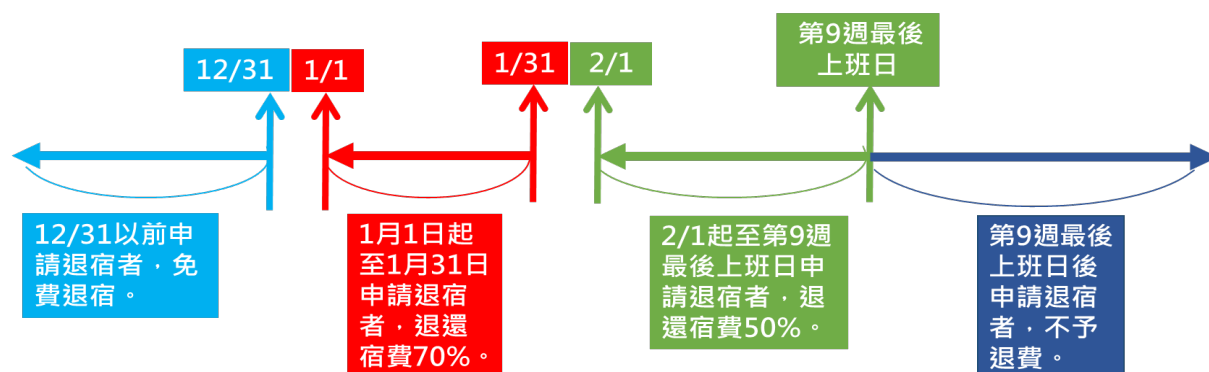
退宿期限及費用(第一學期床位，適用當學年之大學部一年級生及轉學生)：



Deadline for applying for cancellation and relevant fees for first-semester beds (applicable to first-year undergraduate students and transfer students in the current academic year)：



退宿期限及費用(第二學期床位)：



Deadline for applying for cancellation and relevant fees for second-semester beds:

