

國立中興大學學生住宿輔導辦法

National Chung Hsing University Regulations for Dormitory Accommodation

99 年 6 月 30 日學生事務會議修正
June 30, 2010 amended at the Student Affairs Meeting
100 年 6 月 10 日學生事務會議修正
June 10, 2011 amended at the Student Affairs Meeting
101 年 5 月 29 日學生事務會議修正
May 29, 2012 amended at the Student Affairs Meeting
103 年 11 月 11 日學生事務會議修正
November 11, 2014 amended at the Student Affairs Meeting
104 年 3 月 18 日學生事務會議修正
March 18, 2015 amended at the Student Affairs Meeting
105 年 5 月 6 日學生事務會議修正
May 6, 2016 amended at the Student Affairs Meeting
106 年 4 月 28 日學生事務會議修正
April 28, 2017 amended at the Student Affairs Meeting
106 年 12 月 1 日學生事務會議修正
December 1, 2017 amended at the Student Affairs Meeting
107 年 6 月 4 日學生事務會議修正
June 4, 2018 amended at the Student Affairs Meeting
107 年 12 月 14 日學生事務會議修正
December 14, 2018 amended at the Student Affairs Meeting
108 年 5 月 3 日學生事務會議修正
May 3, 2019 amended at the Student Affairs Meeting
108 年 11 月 22 日學生事務會議修正
November 22, 2019 amended at the Student Affairs Meeting
109 年 10 月 30 日學生事務會議修正
October 30, 2020 amended at the Student Affairs Meeting
110 年 12 月 3 日學生事務會議修正
December 3, 2021 amended at the Student Affairs Meeting
111 年 5 月 13 日學生事務會議修正
May 13, 2022 amended at the Student Affairs Meeting
113 年 11 月 29 日學生事務會議修正(第 3、6、7、10、11、16 條)
November 29, 2024 (Articles 3, 6, 7, 10, 11, and 16) amended at the Student Affairs Meeting

壹、 目的

A. Purpose

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 for the application, allocation, lodging, and check-out of student dormitories, assist in dormitory life, and manage dormitory affairs, thereby helping to foster good life habits and virtues in students.

貳、 申請及分配

B. Dormitory Application and Allocation

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 the National Chung Hsing University (hereinafter referred to as the University) may apply for accommodation within the specified period 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：

Article 3 Students may apply for dormitories voluntarily. After the Student Housing Service Division accepts accommodation applications, in case of insufficient dormitory capacity, students will be allocated a bed space in the following order of priority:

- 一、身心障礙學生、低收入戶學生。
 - I. Students with physical or mental disabilities, or from low-income households;
- 二、中低收入戶學生。
 - II. Students from medium or low-income households;
- 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。
 - III. Undergraduate students enrolled since **2019** with household registered in offshore islands and graduated from local senior high schools;
- 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。
 - IV. Undergraduate students enrolled since **2019** with household registered in Hualien and Taitung Counties 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 First-year international students may apply for dormitory accommodation through the Office of International Affairs (OIA), which will submit the accommodation list to the Student Housing Service Division before August 20.

參、 住宿及退宿

C. Lodging and Check-out

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 dormitories upon receiving a notification of accommodation arrangement from the Student Housing Service Division, and paying the accommodation fee, electricity fee, water bill, cleaning fee, dormitory internet access fee, security deposit for room cleaning, and security deposit for property. Students who move into dormitories without permission shall be ordered to move out immediately and may be punished according to university regulations depending on the severity of the violations.

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 A Dormitory Service Committee shall be established for each dormitory. The committee shall receive guidance and supervision of the Student Housing Service Division, assisting in the management of dormitory affairs, preserving good life habits among residents, and promoting the safety of the dormitory environment. The number of Dormitory Service Committee Members and their appointment shall be regulated by the Student Housing Service Division separately.

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 Dormitory residents shall elect representatives to receive guidance from the Student Housing Service Division, give suggestions on the dormitory affairs, and assist in holding dormitory activities and the evaluation of the Dormitory Service Committee. The number of resident representatives and their appointment shall be regulated by the Student Housing Service Division separately.

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 Residents shall be responsible for the maintenance and preservation of dormitory property and facilities. Residents who have damaged or lost dormitory property and facilities shall pay compensation according to university regulations depending on the severity of the violations.

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 into the dormitories before the last working day of the ninth semester week shall pay the full amount of the accommodation fee. Students who are allowed to move into the dormitories after the last working day 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 Students who are approved for dormitory accommodation shall pay the electricity fee, water bill, security deposit for property, cleaning fees, and security deposit for room

cleaning each semester during registration. At the end of the semester, residents shall clean up their dormitory rooms. After passing the room inspection by the Student Housing Service Division, the security deposits for room cleaning and property shall be refunded to residents with no interest. For the prepaid electricity fee and water bill, students shall receive a refund for overpayment or make up for any shortfall based on actual consumption at the end of the semester or when checking out. For residents who fail the room inspection, their security deposits for room cleaning shall be confiscated to commission a cleaning service provider. If any campus property in dormitory rooms is missing or damaged, it shall be handled according to the Regulations Governing the Preservation and Management of Campus Property.

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 Mainland China, and international students) shall move out of their dormitories and remove their personal belongings each semester within the specified period. Students requiring accommodation during the summer or winter break may apply to the respective Dormitory Service Center within the specified period. Upon approval, students shall pay the accommodation fee, electricity fee, water bill, dormitory internet access fee, security deposit for property, security deposit for room cleaning, and cleaning fees before moving in.

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 Staff from administrative units and academic departments, and students of clubs and associations requiring accommodation during the summer or winter break may apply to the respective Dormitory Service Center within the specified period.

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 dormitory fee standard for students of clubs and associations, and staff from administrative units and academic departments, for summer and winter breaks and during the semester shall be regulated according to the Directives Governing the Application for and Management of Student Dormitories.

第十四條 退宿費用規定：

Article 14 Regulations on check-out fees:

一、申請退宿期限：

I. Deadlines for check-out application:

(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。

- (I) Those who are given a bed space through drawing lots but want to relinquish their bed space shall apply for check-out 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。
- (II) Those who are given a bed space after May 20 (including those on the waitlist) but want to relinquish their bed space shall apply for check-out within 10 days (inclusive) upon confirming their bed space.
- (三) 第二學期欲退宿者，應於十二月三十一日以前辦理。
- (III) Those who wish to check out of their dormitories in the second semester shall do so before December 31.

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：

II. Those who do not apply for check-out within the above-mentioned period shall pay a cancellation fee or have their accommodation fee withheld:

- (一) 開學前十四日前辦理退宿者應繳納退宿手續費一千元。
- (I) Those who check out of their dormitories within 14 days before the opening day of the semester shall pay a cancellation fee of NT\$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。
- (II) Those who relinquish their bed space within 14 days prior to the opening day of the semester (the application period for bed spaces in the second semester is from January 1 to January 31 of the following year) shall get refunded 70% of the accommodation fee paid. No accommodation fee will be deducted for first-year undergraduate students and transfer students who cancel their bed space before the opening day of the first semester (inclusive); for those who apply for check-out within 14 days since the day after the opening day, the accommodation fee shall be refunded after deducting the daily accommodation fee since the day after the opening day to the check-out application day (the daily fee is 2% of the total accommodation fee); the application for check-out after 14 days since the day following the opening day to the last working day of the ninth week shall be handled in accordance with Subparagraph 2, Item 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。
- (III) Those who apply for check-out between the opening day of the semester (it shall be February 1 of the following year for the second semester) and the last working day of the ninth week shall get refunded 50% of the accommodation fee paid.
- (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。

(IV) No accommodation fee shall be refunded for those who apply for check-out after the last working day of the ninth week.

三、勒令退宿者，不退還所繳住宿費。

III. No refund shall be given to those who are expelled from their dormitories.

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。

IV. Those who apply for check-out due to a severe illness or other special circumstances as approved by the Vice President for Student Affairs before the opening day of the semester may be exempted from the deduction of accommodation fee. For those who apply for check-out due to the above-mentioned circumstances after the opening day of the semester and have been approved by the Vice President for Student Affairs, their accommodation fee may be calculated according to the University's short-term accommodation standard, and the deduction of the accommodation fee may be exempted.

退宿時間及費用規定簡圖如附件。

Please refer to the schedule of the check-out 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：

Article 15 Under any of the following circumstances, residents shall check out of their dormitories in accordance with the prescribed procedures:

一、住宿期限期滿。

I. Expiration of the accommodation period.

二、畢業、休學、退學、轉學。

II. Graduation, suspension of studies, drop-out, transfer to another university.

三、自願退宿。

III. Check out of the dormitory voluntarily

四、勒令退宿。

IV. Expelled from the dormitory.

前述第二、四款情事發生時，應於七日內(含例假日)辦理退宿。

In the event of any of the circumstances mentioned in Subparagraphs 2 and 4, the students shall check out of their dormitories within seven days (including public holidays).

肆、住宿一般規定及違規處理要點

D. General Rules of Accommodation and Directives Governing the Handling of 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 Residents shall read and follow all the Dormitory Regulations. Residents who violate the Dormitory Codes shall be punished according to university regulations depending on the severity of the violations and may not be eligible for dormitory application in the following semester. (The specific rules on the Dormitory Codes shall be formulated separately.)

伍、 宿舍安全

E. Dormitory Safety

- 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 The University shall commission inspectors to examine the fire-fighting equipment, electricity facilities, boilers, and water dispensers in every dormitory once a semester to preserve dormitory safety.
- 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 First-year students shall attend earthquake and fire drills at the beginning of the semester to learn how to evacuate. Fire-fighting staff, traffic commanders, control officers, and rescue workers shall be designated for each dormitory to handle emergencies.

陸、 附則

F. Supplementary Provisions

- 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 approved by the Student Affairs Meeting and submitted to the President for approval and implementation, and the same shall apply to amendments hereto.

附件

Attachment

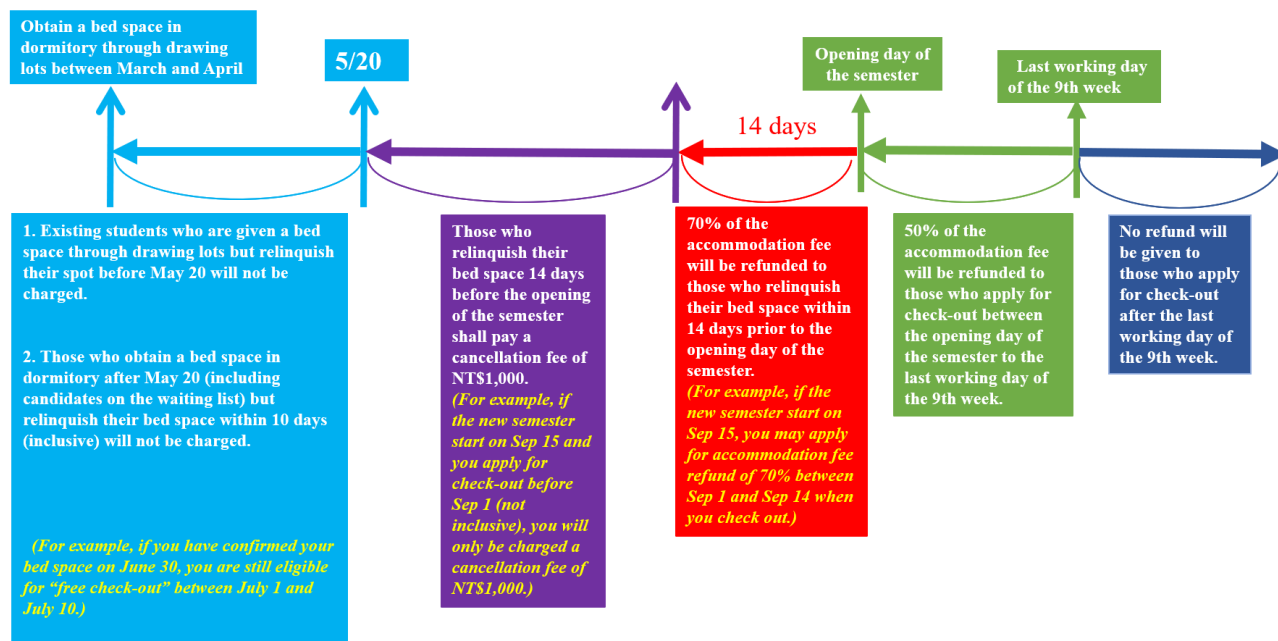
學生宿舍退宿時間及費用規定簡圖

Illustrations of Deadlines for Check-Out Application and Relevant Fees

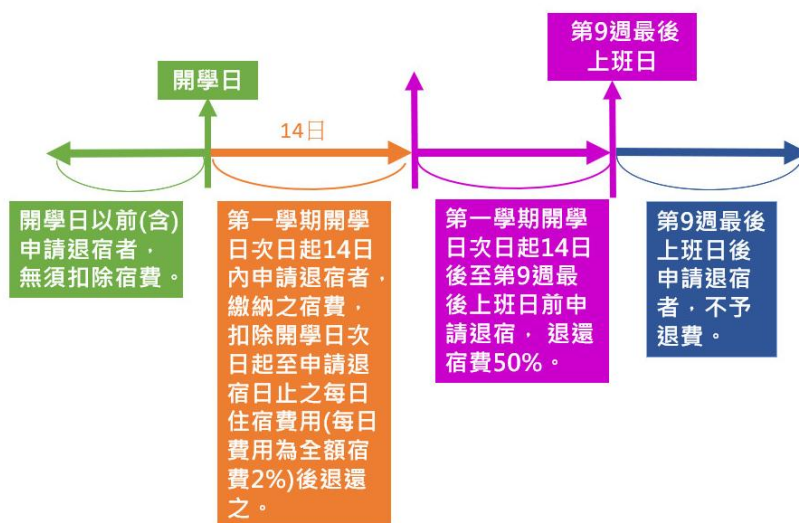
退宿期限及費用(第一學期床位，不適用當學年之大學部一年級生及轉學生)：



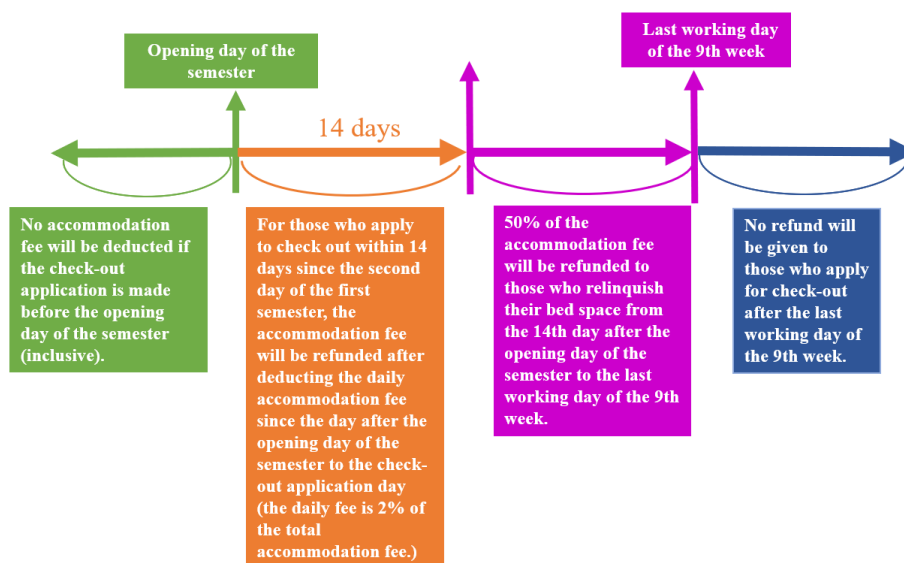
Deadline for Check-Out Application and Relevant Fees for the First Semester (inapplicable to first-year students and transfer students in the current academic year):



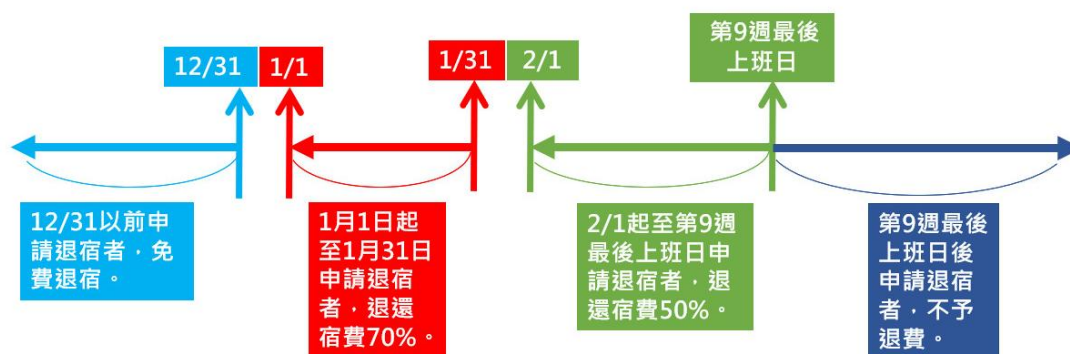
退宿期限及費用(第一學期床位，適用當學年之大學部一年級生及轉學生)：



Deadline for check-out application and relevant fees for the first semester (applicable to first-year students and transfer students in the current academic year):



退宿期限及費用(第二學期床位)：



Deadline for check-out application and relevant fees for the second semester:

