

NCHU's Announcement on Handling the Cancellation of Beds in the Second Semester of the 110th Academic Year

For boarders who would like to comply with the implementation of the school's distance learning policy until the end of the semester and cancel their beds ahead of schedule in the Second Semester of the 110th Academic Year, the dormitory provides the cancellation measure as follows:

1. For those who apply to cancel their beds ahead of schedule and complete the procedure within the specified time, the accommodation fee will be refunded on a weekly basis according to the date of moving out of the dorm:

- (1) Those who complete the procedure of moving out of the dorm between 5/23 to 5/29 will be refunded a three-week accommodation fee.

- (2) Those who complete the procedure of moving out of the dorm between 5/30 to 6/5 will be refunded a two-week accommodation fee.

- (3) Those who complete the procedure of moving out of the dorm between 6/6 to 6/12 will be refunded a one-week accommodation fee.

- (4) No accommodation fee will be refunded for those who complete the procedure of moving out of the dorm between 6/13 to 6/18.

In addition, the closing time of the dorm in this semester is on June 18 (Sat) noon. Please arrange your time.

2. How to apply: Those who want to cancel their beds ahead of schedule, please complete the following procedure:

- (1) **Those who cancel their beds before 5/25 (Wed) (included):**

After completing the cancellation procedure, the room key and application form for cancellation shall be returned or mailed to the Dormitory Service Center before 5/29 (included). For those who mail back the key and the form, the postmark time will be taken as evidence. If it is returned after 5/29, the accommodation fee will be refunded according to Article 1.

- (2) **Those who cancel their beds between 5/26 (Thu) to 6/17 (Fri):**

1. Please submit the application form for cancellation and room key (taped to the form) to the **application box of the Security/Communications Room** on the day of the application (no need to attach relevant documents).

2. Students who fail to submit the application form for cancellation and key are deemed as having not completed the cancellation procedure. Please return or mail them to the Dormitory Service Center as soon as possible. The Dormitory Service Center will refund the relative accommodation fee as the way mentioned in Article 1 based on the

time of receiving time or the postmark time.

(3) **On-site cancellation application between 8:00 am to 12:00 noon on 6/18 (Sat):**

Students are requested to make an appointment with the service committee on each floor for the time and complete the cancellation procedure within the specified time.

3. After the Dormitory Service Center confirms the student's cancellation information, it will send someone to check for the equipment and cleaning results. If there is a reason for failing to pass, the photos will be taken and the related expenses will be deducted from the clearance deposit. No objection is allowed.
4. Please pack and clean your personal belongings when moving out of the dorm. Please negotiate with your roommates about the cleaning of public area. If the public area is not cleaned, the cleaning deposit will be deducted from all boarders.
5. Due to the "COVID-19-Guidelines for Institutions of Higher Education (IHEs), Colleges and Universities in the 110th Academic Year", parents and visitors are not allowed to enter the dorm.
6. The dormitory provides free bleach that students can bring their own containers to the Dormitory Service Center to get and dilute the bleach for room sterilization.
7. Please contact each Dormitory Service Center to apply for borrowing carts during working hours.
8. For the application for luggage storage in the dormitory, please refer to the announcement of the luggage storage schedule of each dormitory building.

Sincerely,
Division of Student Housing Service
May 24, 2022