

國立中央大學學生宿舍 放棄住宿切結書  
Voluntary Abandonment of Staying in the Dormitory

一、申請人基本資料 Applicant Information

系級 Department		學號 Student ID		姓名 Name		<input type="checkbox"/> 大學部 Undergraduates <input type="checkbox"/> 研究生 Graduates
聯絡電話 Phone Number				E-mail		

※是否超過放棄宿舍期限

在放棄宿舍期限內辦理放棄宿舍(放棄第 1 學期宿舍期限：7 月 31 日；放棄第 2 學期宿舍期限：1 月 31 日。)

逾期(已超過放棄期限)辦理放棄宿舍

本人放棄住宿權已超過最後放棄期限，同意次一學年宿舍抽籤順序列第三順位。

且已了解逾「放棄住宿期限」後於「當學期開學日」前放棄住宿者，會退還 3/4 住宿費。當學期開學日(含)過後放棄宿舍者，非因離校原因退宿將不退還住宿費用。

※Exceeded the application deadline or not.

Abandon my right to dormitory within the time limit.

The deadline for hand in this application form to dormitory office:

First Semester (Fall): before Jul. 31<sup>st</sup>. Second Semester (Spring): before Jan. 31<sup>st</sup>.

Abandon my right to dormitory exceeds the time limit.

**I, hereby agree to the sequence of lot-drawing will be arranged to the third priority in next academic year. And surely know that if I abandon my right to live in the dormitory before the time limit; it will be refunded 3/4 of the dormitory fee. It will not be refunded to those who abandon their rights after (including) the start of the semester unless the reason for abandoning is leaving the school.**

學生簽名 Applicant's Authorized Signature : \_\_\_\_\_

※請人請詳閱注意事項

1. 放棄住宿流程：

(1) 於每學期「放棄住宿期限」前繳交本放棄住宿切結書至住宿服務組。

\*放棄第 1 學期宿舍期限：7 月 31 日；放棄第 2 學期宿舍期限：1 月 31 日。

(2) 於每學期「退宿期限」前至宿舍傳達室辦理退宿檢查手續。

\*大學部退宿期限：每學期宿舍關舍前。研究生退宿期限：上學期：1 月 31 日前；下學期：8 月 31 日

2. 已繳交放棄住宿切結書但未辦理退宿手續罰則：若逾時未搬遷辦退宿者，視同續住下一學期，需繳交全額住宿費，經通知後仍未按時搬離，所留物品視同廢棄物處理。

※Applicants should read the precautions in detail.

1. Dormitory check-out procedure:

a. The deadline for hand in this application form to dormitory office:

First Semester (Fall): before Jul. 31<sup>st</sup>. Second Semester (Spring): before Jan. 31<sup>st</sup>.

b. The deadline for dormitory check-out:

For undergraduates, the end of closing dorm every semester;

For graduates, First Semester (Fall): before Jan. 31<sup>st</sup>. Second Semester (Spring): before Aug. 31<sup>st</sup>.

2. After filling this form, you have to take the dormitory check-out procedures before deadline; or will be regarded as still living dorm and need to pay the fee; otherwise, your belongings would be disposed by the school authorities.

二、切結書 Accommodation abandon

本人茲因 家庭因素休學、退學、轉學、畢業交換時間結束外宿適應不良工讀因素 其他個人因素，自願放棄\_\_\_\_\_學年度 第\_\_\_\_\_學期\_\_\_\_\_舍\_\_\_\_\_寢住宿權，並已獲得家長同意，放棄之床位給予學校做為候補學生床位申請。退宿退費手續申請將依學校「學生宿舍管理辦法」辦理，按時完成手續，絕無異議。唯慎重其事，特立此切結書，以茲證明。

I, by reason of Family factors Graduation, Suspension, Withdrawal Transfer period expiring (only for transfer students) Housing out of campus Getting unused to dorm Factors of part-time job Other personal factors, voluntarily abandon my right to house at \_\_\_\_\_Dorm\_\_\_\_\_Room, in \_\_\_\_\_Academic Year No. \_\_\_\_\_Semester and my dorm bed will be provided for candidate for dorm inhabitant after getting parents' consent. I' ll take the dormitory check-out procedures according to "Student Dormitory Management Regulations" within time-limit without no further objection. I, for treating this matter discreetly, hereby sign to authorize this abandonment.

此致 國立中央大學學務處住宿服務組

切結人 Applicant : \_\_\_\_\_ (簽名 Signature) 日期 date : \_\_\_\_\_ (Year/Month/Day)

\*本表單蒐集之個人資料，僅限於個人資料相關服務使用，非經當事人同意，絕不轉作其他用途，亦不會公佈任何資訊，並遵循本校個人資料保護管理制度資料保存與安全控管辦理。106.03.09