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| **國立中央大學宿舍床位調整申請表**  National Central University Application Form for Bed Adjustment  填表日期Date： 年(Y) 月(M) 日(D) | | | | |
| 姓名Name |  | | 學號Student ID |  |
| 系級  Department |  | | 聯絡電話  Phone No. |  |
| 原宿舍-寢室Original Bed | 舍Dorm  寢Room | | 調整後宿舍-寢室After Adjustment | 舍Dorm  寢Room |
| 申請調整原因Adjustment Reason | |  | | |
| 切結書Certificate：  本人申請辦理床位調整，同意於規定之搬遷時間內遷至新床位，並協同宿舍管理員檢查寢室清潔及歸還鑰匙手續，逾時未搬遷或未完成檢查程序，同意放棄床位調整申請，絕無異議。I, agreed to be moved to the new bed in the provisions of time, and inspection of the dormitories clean ,return room key to dorm staff.  申請人簽名Signature： | | | | |
|  | | | | |
| 宿舍服務中心審核Office of student dormitory service  年 月 日前需完成宿舍搬遷作業Applicant should move to the new bed before . 承辦人： | | | | |
| 宿舍遷離檢查作業Dormitory check-out&check-in check operation   |  |  | | --- | --- | | 遷入宿舍  區宿舍 | □鑰匙發放 □修改名冊資料 □學生證門禁資料登記設定  宿舍管理員： 年 月 日 | | 遷出宿舍  區宿舍 | □宿舍財產清點□寢室清潔檢查  □鑰匙回收□學生證門禁資料登記刪除 □修改名冊資料  宿舍管理員： 年 月 日 | | | | | |
| |  |  | | --- | --- | | 補繳費用明細 | 費用退費明細 | | □補繳住宿費 元  □補繳空調費 元  請至出納組辦理繳費  出納組經手人 | 退款人身份證字號：   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |   退款人郵局局帳號：   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 郵局局號 |  |  |  |  |  |  |  | | 郵局帳號 |  |  |  |  |  |  |  |   □退住宿費 元 □退空調費 元  宿舍服務中心承辦人：  生輔組組長審核： | | | | | |

床位調整流程**Process of the application for bed adjustment**

填寫床位調整申請表予行政專員確認

Fill Application Form for Bed Adjustment and give to the administrative confirming.

於搬遷期限內搬至新床位

Moved to the new beds in the provisions of time.

向遷入之宿舍管理員申請新鑰匙、登記學生證門禁資料

Apply the new room key and registered student ID card access control informationto with the dorm staff

請宿舍管理員檢查遷出之宿舍寢室清潔、財產，並繳回寢室鑰匙

Inspection of the dormitories clean, return room key to dorm staff.

完成搬遷Finished