**National Central University Key Points Governing Students’ Dormitories Access Key Cards**

Passed by Student Affairs Council on April 28 2010

Passed and amended by Student Affairs Council on January 16 2015

1. The Key Points are based on Article 18 of National Central University Regulations for Students’ Dormitories Management.
2. The Key Points are resolved in order to enhance safety of students’ dormitories, improve living quality, and establish a perfect access management system.
3. The matters not listed in the Key Points shall be handled in accordance with National Central University Regulations for Students’ Dormitories Management and Regulations for Dormitory Deposit Return and Confiscation Management.
4. The dormitories are under 24/7 access control. Students shall access to the dormitories with their student ID cards or spare access cards (button).
5. Under the following circumstances, boarders may acquire (borrow) one spare access card (button).
6. The new undergraduates and postgraduates will receive a spare access card (button) after they complete dormitory registration procedure.
7. Boarders of winter and summer vacation will receive a spare access card (button) when moving in.
8. Those losing their student ID cards may borrow a spare access card (button) at the dormitory reception room before the student ID card is reissued.
9. Boarders without student ID cards will receive a spare access card (button) when moving in the dormitories.
10. New undergraduates and postgraduates and boarders applying for student ID card reissuance shall return the spare access card (button) after receiving the student ID card. Boarders of winter and summer camps or without student ID cards shall return the spare access card (button) when they move out from the dormitories. The deposit NT$100 will be confiscated if the spare access card (button) is lost or not returned, in accordance with Regulations for Dormitory Deposit Return and Confiscation Management.
11. Please report to Campus Life Assistance Division if the student ID card or spare access card (button) is lost so as to have the data cancelled. If the loss of the access card is not reported, and it leads to improper conducts or the card is stolen, the holder of the card has to make related compensation.
12. Boarders are forbidden from the following behaviors
13. Borrowing the student ID card or the spare access card (button) to the third party.
14. Letting non-boarders into the dormitory on purpose.
15. Failing to close the gate when entering or leaving the dormitory.
16. Failing to report immediate on the loss of the student ID card or the spare access card (button).
17. Forging a spare access card (button)
18. Destroying the access machine.
19. Those violating Article 8 will be punished by NCU law.
20. The Key Points and their amendment shall be submitted to Student Affairs Council for review and approval before announcement for implementation.