**國立中央大學-中大會館教職員及訪客短期住宿申請表**

 **NCU Application Form for the Accommodation for Staff and visitors** 111.10.17修訂

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| 申請單位Unit of Application |  | 借住人身分Identity | □師長(Teachers) □研究人員(Researchers)□其他(Others) |
| 申請人(請核章)Applicant Stamp |  | 申請人聯絡方式Contact details | 分機Ext./手機phone： |
| e-mail： |
| 住宿日期Date of Accommodation | 從 (年YY/月MM /日DD) 到 (年YY/月MM /日DD) |
| 寢具借用Beddings | □需要借用寢具，寢具提供項目Need to borrow beddings.□自備寢具，不需要借用Self-owned beddings are bought without the need for further borrowing. |
| 個人申請 |
| 借住人姓名Applicant name |  | 借住原因Reasons of the Application | □研究實驗Research & Experiment □上課演講Lecture □其他Others \_\_\_\_\_\_ \_\_  |
| 護照號碼/身分證字號Passport Number/ ID Number |  | 性別Gender | □男Male□女Female | 借住人E-mail |  |
| 團體申請 |
| 需要借用寢室間數 |  間 | 借住原因Reasons of the Application | □研究實驗Research & Experiment □上課演講Lecture □其他Others： \_\_\_\_\_\_  |
| 借住人員名單(名單請自行新增) | 1.姓名： ；性別：□男Male□女Female；護照號碼/身分證字號2.姓名： ；性別：□男Male□女Female；護照號碼/身分證字號3.姓名： ；性別：□男Male□女Female；護照號碼/身分證字號 |
| 1. 住宿費：以月計算，未滿一個月以一個月計。中大十舍：6500元/月。住宿費用每學期會進行調整；網路使用：200元/月；寢具費用：900元/次。Accommodation fees are calculated on a monthly basis, with less than one month taken as one full month. Male: Single room fee NT$6500/month；Ethernet use：NT$200/month；Bedding Cost: NT$900/time.
2. 若借住人搬離宿舍時違反本辦法第九條規定者或未於規定期限內完成退宿手續者或退宿檢查未完成者，依「國立中央大學學生宿舍管理辦法」辦理，申請單位應依修繕及清潔成本費用一覽表支付相關費用。

According to National Central University Dormitory Management Regulations, if the borrower violates Article 9 of the regulations when moving out of the dormitory, or fails to complete the check-out procedure in the prescriptive time, or fails to complete the check-out inspection, the application unit  has to pay the relevant fees by the repair and cleaning costs list. " for the applicant.1. 其他費用：宿舍有提供冷氣設備，採使用者付費方式，於退宿日統計用電度數，由申請單位至出納組繳費。
2. Other fees: Air-conditioning facilities are also available at each dormitory room. Based on the user-charge principle, Count the electricity usage on the day of check-out and pay the fee from the applicant to the cashier
3. 中大會館(NCU Guest House)師長住宿採學生宿舍相同管理方式、相同的住宿金額，未提供客房清潔服務。住宿以月或年申請，住宿未滿一個月以月計費，住宿期間若有忘記帶房卡問題請至北區傳達室洽詢。

The accommodation has the same type of the administration and pricing, and no room cleaning services. Accommodation have to be applied by month or by year, with less than a month taken by a full month billing. During the accommodation period, if the short-term visiting scholar forgot to bring the key card, please ask the dormitory communication desk for help.1. 如有特殊情況，得專案上簽核准，經本組組長及學務長同意。

If there are special circumstances, a special signature is required, with the approval of the group leader and the Dean of student affairs. |
| 申請單位(邀請教授、單位主管) | 住宿服務組 | 電算中心 | 學務長決行 |
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\*本表僅適用於由各系所邀請之國外學生、師長或相關人員(不具學籍者)，不適用於本校學生。This application form is only applicable to the visitors who are invited by the School Departments. This application form is not applicable to the students of this school.

\*本表蒐集之個人資料僅限於個人資料相關服務使用，非經當事人同意絶不轉作其他用途，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。

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| 住宿服務組Student Housing Service Division | 出納組Cashier Division | 宿舍傳達室 Dormitory Communication Desk |
| 住宿期間Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_住宿費用Fee:6500元\*\_\_\_\_\_\_\_間=\_\_\_\_\_\_\_\_\_\_\_\_\_元寢具Bedding Cost：900元\*\_\_\_\_\_\_\_\_套=\_\_\_\_\_\_\_\_\_\_\_\_\_元**總計金額Total:※分配宿舍-寢室：**Room  | **出納組請開立收據、蓋收費章**收據編號：流水號： \_\_\_ C0101-01 | □繳費收據編號： □登入名冊資料□發放寢室鑰匙R □發放門禁卡，卡號No.：\_\_\_\_□確認寢具狀況**管理員簽章/日期：****領取人簽名**Signature from the Receiver**：****※進退宿辦理傳達室：北區傳達室**Location：Hei Wang dorm. first floor |
| 網路費用：200元\* 月\* 間= 元從\_\_\_\_\_\_\_年\_\_\_\_\_\_\_月 到 \_\_\_\_\_\_\_年\_\_\_\_\_\_\_月 | 收據編號：流水號：\_\_\_\_\_\_\_\_\_ C0401-06 |
| 電費：用電度數計算\_\_\_\_\_\_\_\_\_\_\_度\_\_\_\_\_\_\_\_\_\_元3.1元/度 | 收據編號：流水號：\_\_\_\_\_\_\_\_\_C0101-18 |
| **※本人對「學生宿舍管理辦法」等相關規範，均已充分了解並願遵守。I have fully understood and are willing to comply with the relevant norms regarding "Student Dormitory Management Measures".** ※以下節錄至宿舍管理辦法重要規定：(閱畢請打˅) The following descriptions are sourced from the regulations regarding "Student Dormitory Management Measures": (Please leave a ˅ mark after reading.)* 宿舍一經分配，除依規定申請異動者外，住宿期間床位不再變動。

Once the dormitory is allocated, the beds will not be changed during the stay, except for those who apply for a change in accordance with the regulations.* 自願退宿、勒令退宿者，不退還宿舍費。

Residents encountering suspension, expulsion, or volunteering for cancellation (including cancellation towards applications for residence during winter and summer holiday times.) cannot withdraw his/her accommodation fee.* 不得在宿舍炊爨，焚燒物品、烤肉、燃放煙火、私接電力線路及存放任何危險品及違禁物品。

No cooking, burning, BBQing, setting off fireworks and storing dangerous or restricted good.* 寢室不得有獨佔、私自轉讓、擅自佔用及拒絕室友進住之行為。寢室床位編定後，不得私自互調；住宿異動，須經生輔組核准。Letting of bed space, holding up bed spaces, or obstructing others from moving in is not allowed. Any adjustments should only be after Office of Student Affairs' approval.
* 不得有酗酒、賭博、毆鬥、吸菸、嚼食檳榔、打麻將、使用違禁藥品等行為，或妨害宿舍安全之任何情事。

 Stealing, gambling, assaulting, or playing mahjong is not allowed in the dorms, especially being drunk and making troubles. * 宿舍內除檯燈、吹風機、電風扇、收錄音機、電鬍刀、電腦及學校提供或核可之電器外，其餘電器用品均禁止使用

No electronic devices except table lamp, hair dryer, fan, CD radio, shaver, PC or other devices approved by school are allowed to be used in dorm.* 宿舍保持肅靜，不得妨害他人自修與睡眠；不得邀約外人在宿舍集會或進行商業行為。

The dormitory shall be kept quiet and shall not interfere with other people's self-study and sleep; shall not invite outsiders to assemble or conduct business activities in the dormitory.* 不得在宿舍內停放機車、腳踏車或飼養動物。

It is not allowed to park motorbikes, bicycles or keep pets in the dorm.* 住宿生應整理寢室，保持整潔。

Residents are obligated to always keep the room neat.* 借住人對所借住房間設備及物品需負保管責任，如有損壞，需照價賠償，申請單位需負連帶保證責任。

The borrower shall be responsible for keeping the equipment and items in the borrowed room. If there is any damage, compensation shall be made according to the price, and the unit of application shall be jointly and severally responsible for the guarantee. **借住人** **Applicant ： (簽名Signature) 申請單位** **Unit of Application： (請核章Stamp)** |
| ※進退宿流程 Check-in & Check-out Procedure1. 申請流程Application Process
2. 請申請單位提前2星期申請床位，床位由住宿服務組安排。Unit of application is required to book the bed 2 weeks in advance, with the bed randomly arranged by Student Housing Service Division.
3. 本表奉核後，請持本表至出納組繳費，繳費後須至住宿服務組驗證，最遲須於進住前3天完成繳費驗證手續。After this application form is formally approved, please take this application form to the cashier division and make your payment. After making your payment, make sure to go to Student Housing Service Division for a second-time verification. Please complete the payment and verification procedure at least 3 days before checking-in to the dormitory.
4. 借住人請確認「學生宿舍管理辦法」等相關規範，確認了解各項規定後確認並簽名。 Applicant in charge should confirm relevant norms regarding “Student Dormitory Management Measures” and leave a ˅mark and his/her signature after reading.
5. 進住流程Check-in process
6. 借住人持申請表至傳達室領取鑰匙、門禁卡。Student must take his or her application form to the Dormitory Communication Desk to get his or her key and access control card.
7. 入住後請立即確認寢室各項設備完善，若有任何缺損請即刻通知宿舍管理員。Soon after check-in, make sure that all facilities are made complete at the dorm room. For any shortages or damages, please notify the dorm manager immediately.
8. 網路使用係指提供房間網路孔及1組IP使用，如遇網路狀況請至[修繕業務網路通報管控系統](https://repair.ncu.edu.tw/RepairSystem/)(<https://repair.ncu.edu.tw/>)進行報修。Ethernet use refers to the use of room network scoket and one IP. If you have a network condition, please report to the repair and control system (<https://repair.ncu.edu.tw/>)。
9. 退宿流程Check-out process
10. 退宿當天請持退宿申請表至傳達室辦理退宿手續，須由管理員檢查寢室清潔及設備，並歸還鑰匙及門禁卡。On the date of check-out, please take your check-out application form to the Dormitory Communication Desk at targeted zones for the check-out procedure. Dorm manager should check the cleanness and facilities of the dorm room and make sure that the key and access control card are properly returned.
11. 退宿手續未完成者，依「國立中央大學學生宿舍管理辦法」第十五條辦理之(由申請單位依修繕及清潔等成本費用一覽表支付相關費用)。

If the check-out procedure is not completed, follow “NCU Practices Governing Student Dormitory Deposit” Article 15. |