放棄**113**學年度第**2**學期宿舍線上申請流程

The Online Procedure of Quitting Student Dorm in next Academic Year (2024-2025)

住宿服務組

放棄下學期宿舍
Give up the Dorm in the Next Semester

放棄下學期宿舍
Give up the Dorm in the Next Semester

113.12.1~114.1.31放棄113學年度第2學期宿舍

- portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→其他項目→放棄下學期宿舍。

114.2.1~114.2.16放棄宿舍則為逾期放棄，酌收四分之一宿舍費

- portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→其他項目→個人歷年資料申請→逾期放棄。
- 逾期放棄宿舍者需先繳交宿舍費，後續退還四分之三費用；大學部113學年度宿舍抽籤列為第三順位。

114.2.17開學後放棄/退宿，非離校原因不退還宿舍費。

- 開學後放棄/退宿舍，不退還宿舍費用。
- 離校原因者(畢業、休學、退學、轉學)，碩博士生依未住宿月份退費，大學部(第二學期扣除寒假費用後)依教育部所頒退費標準比例退費。

放棄下學期宿舍
Give up the Dorm in the Next Semester

Abandonment of dormitory for the second semester of the academic year 2024 from December 1st, 2024 to January 31st, 2025.

- Login portal → iNCU → Student Affairs→ Dorm Application and Search → Other Items → Give up the next Semester Dorm

If you give up the dormitory between 2025.2.1 to 2025.2.16, it will be deemed as overdue abandonment, and a quarter of the dormitory fee will be charged.

- Login portal → iNCU → Student Affairs → Dorm Application and Search → Other Items → Personal information inquiry over the years → Abandoning dormitory overdue
- Those who abandon the dormitory after the deadline must first pay the dormitory fee, with three-quarters of the fee refunded later. For the undergraduate program of the academic year 2024, dormitory allotment is ranked as the third priority in the draw."

After the start of classes on February 17th, 2025, if a student decides to withdraw from housing, the dormitory fees will not be refunded unless due to reasons requiring departure from the school.

- Abandoning or vacating the dormitory after the start of classes will result in the dormitory fees not being refunded.
- For those who depart due to reasons such as graduation, taking a leave of absence, withdrawing from school, or transferring to another school, postgraduate students will receive a refund based on the number of months not stayed in the dormitory. For undergraduate students (after deducting fees for winter break in the second semester), refunds will be issued according to the refund standards set by the Ministry of Education.

放棄下學期宿舍
Give up the Dorm in the Next Semester

▶ **受理時間 Time：2024.12.1~2025.1.31**

▶ 登入portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢

  Login portal→iNCU → Student Affairs→ Dorm Application and Search

▶ 其他項目→放棄下學期宿舍

  Other Items → Give up the next Semester Dorm

🏠其餘宿舍申請

🏠其他項目

個人歷年申請資料查詢
歷年住宿資料｜退宿申請｜房間資產盤點

個人罰款紀錄查詢
鑰匙遺失罰款｜卡片遺失罰款｜退宿不合格等相關罰款

個人違規紀錄查詢
違規各項條款紀錄

放棄下學期宿舍
Gvie up the next Semester Dorm

放棄下學期宿舍
Give up the Dorm in the Next Semester

▶ 顯示宿舍寢室床位，點選放棄的住宿學期，送出放棄，於**確定放棄視窗確認**。

Click the dorm and the bed you are about to live → Click "Submit" → Click "Confirm" in the following pop-up window.

▶ 送出後系統會寄發Email放棄宿舍通知信件。

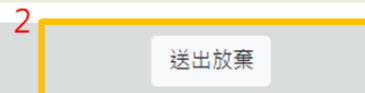The system will notify via email after the application of giving up dorm is submitted.

cis-devel.cc.ncu.edu.tw 顯示

確定放棄？

確定　　取消

回上一頁

*放棄住宿學期　☐　113第二學期　Dorm2-223室 4床)

※ 線上放棄事宜
• 送出申請後,將無法恢復之後學期住宿資格
• 如之後不住請在學期結束時,至個人歷年申請資料查詢,完成退宿手續

送出放棄

6

放棄下學期宿舍
Give up the Dorm in the Next Semester

▶ 確定放棄點出後，會顯示「放棄113第二學期 宿舍成功」。

The screen will display "You're succeed in giving up dorm in the spring semester in Academic Year 2024-2025." after the application is submitted.

放棄 113第二學期 宿舍成功

其餘宿舍申請

其他項目

個人歷年申請資料查詢
歷年住宿資料 | 退宿申請 | 房間資產盤點

學期空床位資料查詢
Empty Bed Search

個人罰款紀錄查詢
鑰匙遺失罰款 | 卡片遺失罰款 | 退宿不合格等相關罰款

個人違規紀錄查詢
違規各項條款紀錄

放棄下學期宿舍
Gvie up the next Semester Dorm

逾期放棄宿舍
Abandoning dormitory overdue

逾期放棄宿舍Abandoning dormitory overdue

▶ **受理時間 Time：2025.2.1~2025.2.16(開學前一天)**

▶ 逾期放棄宿舍者需先繳交宿舍費，後續退還四分之三費用；大學部114學年度宿舍抽籤列為第三順位。

Those who give up their dormitory after the deadline must pay the dormitory fee first, and three-quarters of the fee will be refunded later; the university department's dormitory lottery for the next academic year will be ranked third.

▶ 登入portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→其他項目→個人歷年資料查詢

Login portal→iNCU → Student Affairs → Dorm Application and Search → Other Items → Personal information inquiry over the years

逾期放棄宿舍Abandoning dormitory overdue

▶ 其他項目→個人歷年資料查詢→逾期放棄申請

Other Items → Personal information inquiry over the years → Abandoning dormitory overdue

學期	申請階段	宿舍	房號	床號	繳費狀態	狀態		管理
113第二學期	大學部 Undergraduate Students	女2舍	Dorm2-223	4	待繳費	入宿中	檢視詳細資料	逾期放棄申請
112 寒假	大學部 Undergraduate Students	女2舍	Dorm2-223	4	待繳費	入宿中	檢視詳細資料	
112 第一學期	大一新生 Freshman	女2舍	Dorm2-223	4	已繳費	入宿中	檢視詳細資料	退宿申請

逾期放棄宿舍Abandoning dormitory overdue

▶ 放棄時需上傳退款帳戶封面並填寫退費帳號(須本人)，後續退還四分之三費用。

　When giving up, you need to upload the refund account cover and fill in the refund account number (must be in person), and three-quarters of the fee will be refunded later.

▶ 填寫資料後送出放棄宿舍。

　After filling in the information, you will be sent to give up your dormitory.

逾期放棄宿舍Abandoning dormitory overdue

▶ 逾期放棄完成後，可再至個人資料查詢內查詢，顯示如下圖。

　After confirming the abandonment, it will be displayed in the system.

▶ 完成逾期放棄後，請完成**本學期(1131學期)退宿程序**，**退宿請點選退宿申請進行退宿手續**。

　The application has been abandoned after the expiration date. Please complete the check-out procedure in this semester.

Overdue abandonment application is completed, please complete the check-out procedure

逾期放棄申請 完成 請完成退宿程序

The application has been abandoned after the expiration date. Please complete the check-out procedure.

學期	申請階段	宿舍	房號	床號	繳費狀態			
113第二學期	大學部 Undergraduate Students	男9A舍	Dorm9A-506	1	待繳費	已申請逾期放棄 請完成退宿程序	檢視詳細資料　已提出退宿申請 等待本學期退宿檢查	
112 寒假	大學部 Undergraduate Students	男9A舍	Dorm9A-506	1	待繳費	入宿中	檢視詳細資料	
113第一學期	大一新生 Freshman	男9A舍	Dorm9A-506	1	已繳費	入宿中	檢視詳細資料	退宿申請

Check-out application

放棄下學期宿舍退宿時程
Give up the Dorm in the Next Semester

▶ 放棄者須於時間內完成退宿。

Those who give up living in the dorm must complete the procedure of dorm check-out.

➢ **大學部需於114年1月13日13點前退宿**；申請放棄下學期住宿需要延後至寒假期間退宿者，請到住宿服務組繳交寒假住宿費用。

Undergraduate students are required to check out of their accommodations by 1:00 PM on January 13th ,2025. For those who wish to forfeit their accommodation for the following semester and intend to check out during the winter break, please proceed to the Accommodation Services Office to settle the fees for winter break accommodation.

➢ **碩博士Graduate student**

1. 離校手續者需離校手續前完成退宿手續，最遲須於**114年1月31日13點前完成退宿**。

Those who are about to leave the school have to complete the procedure of dorm check-out before completing the procedure of school leaving. The deadline of completing the dorm check-out procedure is January, 31st.

2. 非離校者最遲須於1/31前完成退宿。

Those who are not about to live have to complete the procedure of dorm check-out before January, 31st.

退宿檢查流程
Check-out Application

退宿時程 Check-out schedule

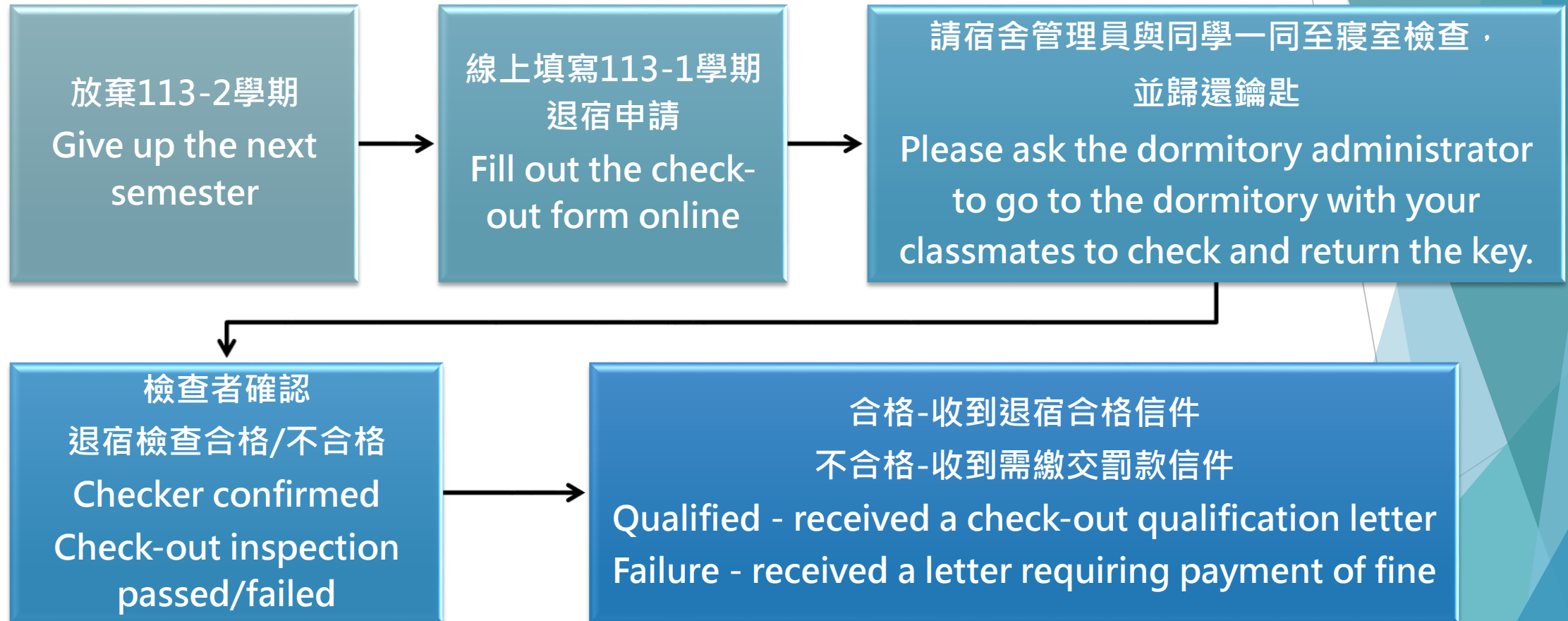1. 因離校之原因(畢業、休學、退學、轉學)而不續住者，須於離校手續核章前遷離宿舍完成退宿手續。

   For graduation, suspension, withdrawal, and transfer of scholars, you must move out of the dormitory to complete the exit procedures before the school exit procedures are verified.

2. 因個人因素(非離校)放棄下學期宿舍者，碩博士生最遲需於1月31日中午13點前遷離宿舍並完成退宿手續；大學部需於114年1月13日13點前退宿。

   Students who choose to give up dormitory for the next semester due to personal reasons (not related to leaving the school) must vacate their dormitories and complete the check-out procedure by 13 P.M. on January 31st.

   Undergraduate students are required to check out of their accommodations by 1:00 PM on January 13th ,2025.

退宿檢查流程Check-out process

```
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────────┐
│  放棄113-2學期    │      │ 線上填寫113-1學期  │      │ 請宿舍管理員與同學一同至寢室檢查，  │
│ Give up the next │ ───▶ │     退宿申請      │ ───▶ │        並歸還鑰匙           │
│    semester      │      │ Fill out the check│      │ Please ask the dormitory  │
│                  │      │  -out form online │      │  administrator to go to   │
│                  │      │                  │      │ the dormitory with your   │
│                  │      │                  │      │ classmates to check and   │
│                  │      │                  │      │     return the key.       │
└─────────────────┘      └─────────────────┘      └──────────────────────────┘
                                                                │
        ┌───────────────────────────────────────────────────────┘
        ▼
┌─────────────────┐      ┌────────────────────────────────────────────────┐
│   檢查者確認       │      │            合格-收到退宿合格信件                    │
│ 退宿檢查合格/不合格 │      │           不合格-收到需繳交罰款信件                  │
│ Checker confirmed│ ───▶ │ Qualified - received a check-out qualification │
│ Check-out        │      │                letter                          │
│ inspection       │      │ Failure - received a letter requiring payment  │
│ passed/failed    │      │                of fine                         │
└─────────────────┘      └────────────────────────────────────────────────┘
```

退宿檢查系統
Check-out Application

線上退宿申請表Fill out the check-out form online

▶ Portal登入→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→個人歷年申請資料查詢→113學年第一學期**退宿申請**。

Portal login → Service Counter (iNCU) → Academic Affairs Area → Dorm Application/Inquiry → Personal past application information inquiry → Application to withdraw from dormitory in the first semester of the 2024 academic year.

線上退宿申請表Fill out the check-out form online

1. 上傳宿舍淨空照片(含公共區域)，公共區域為走廊、浴廁、陽台等空間。 Upload photos of dormitory clearance (including public areas). Public areas include corridors, bathrooms, balconies, etc.

2. 辦理離校的同學，並於八月前退宿者，郵局或銀行擇一填寫 Choose either post office account or bank account

3. 上傳個人存摺照片 Upload a photo of your personal savings passbook

4. 送出後無法修改 The application cannot be modified after it is submitted.

線上退宿申請表Fill out the check-out form online

▶ 送出申請後，請至宿舍傳達室找宿舍管理員確認寢室清潔及歸還寢室鑰匙。

Please go to the dormitory service office and the dormitory administrator to confirm that the dormitory is clean and return the dormitory key.

送出申請後的顯示畫面
The screen displayed after submitting the application

修改完成
Modification completed

▶ 若需再更改或新增照片，可至"個人歷年申請資料查詢→112學年第二學期上傳寢室照片"。

If you need to change or add photos, you can go to " Personal past application information inquiry → Upload dormitory photos in the first semester of the 2023 academic year ".

相關說明

1. 各棟宿舍清潔檢查標準 Cleaning inspection standards for each dormitory building
https://sites.google.com/view/shsd-clea/%E9%A6%96%E9%A0%81?authuser=0

2. 退宿檢查完後，會收到信件通知(系統會寄發Email至服務櫃台(iNCU)所設定的個人信箱)。

   After the check-out inspection is completed, you will receive a notification via email (the system will send an email to the personal inbox set up at the service counter (iNCU)).

   若為不合格則須負擔相關費用，請至個人罰款紀錄查詢帳號，或至住服組辦理人工繳費。

   If you are unqualified, you will have to pay the relevant fees. Please go to the personal fine record to check the account number, or go to the housing service department to make manual payment.

3. 完成後個人歷年申請資料查詢處，看到113-2學期的狀態改成"已退宿"

   In the individual historical application data inquiry section, you will see that the status for the 113-2 semester has been updated to "Checked Out".