

國立中央大學學生宿舍退宿申請表

National Central University Application Form for Dormitory Check-out

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|---|---|--|--|--|------------------|--|--|--|-------------------------------------|---------------------------|---------------------------------|-----------------------------------|--|--|
| 申請日期 Date | | | | | 學號 Student ID | | | | | 姓名 Name | | | | |
| 身份證字號 ARC No. | | | | | | | | | | 性別 Gender | <input type="checkbox"/> 男 Male | <input type="checkbox"/> 女 Female | | |
| 身分別 Identity | <input type="checkbox"/> 碩博士 PHD/ Master | | | | 聯絡電話 Phone No. : | | | | E-mail : | | | | | |
| 申請退宿學期 Refundment Application | 學年 School year <input type="checkbox"/> 上學期 First semester <input type="checkbox"/> 寒宿 winter vacation <input type="checkbox"/> 下學期 Second semester <input type="checkbox"/> 暑宿 summer vacation | | | | | | | | 退宿寢室： _____舍 Dorm _____寢 Room | | | | | |
| 退宿原因 Reason for Check-out | <input type="checkbox"/> 休學 Suspension、 <input type="checkbox"/> 退學 Withdrawal、 <input type="checkbox"/> 畢業 Graduate、 <input type="checkbox"/> 轉學 Transferred (因離校原因申請退宿者，可依比例退還剩餘住宿費 Dorm fee would be returned to students who apply for leaving school reason.) | | | | | | | | | | | | | |
| | <input type="checkbox"/> 交換時間結束 Transfer period expiring <input type="checkbox"/> 外宿 Housing out of campus <input type="checkbox"/> 其他 Others _____ (本欄屬自願退宿不退住宿費 Dorm fee wouldn't be returned to students who apply for this three reasons.) | | | | | | | | | | | | | |
| 退款 帳戶 Refund account (2擇1) | 郵局局號 Post-office number | | | | | | | | | 郵局帳號 Account number | | | | |
| | _____銀行 _____分行 | | | | | | | | 銀行帳號 | | | | | |
| *使用銀行帳號者，務必檢附個人銀行存摺影本，並以 A4 紙張影印存摺封面附於申請表之後，以利款項順利撥款。*Please attach a photocopy of your bank passbook if you provide a bank account so that the amount will be transferred to you without mistakes. | | | | | | | | | | | | | | |
| 注意 事項 Notice | <p>1. 填寫之退款帳戶需為申請人所有，不得填寫親友之帳號，若因帳戶填寫錯誤或帳戶非本人帳戶，而導致郵局匯款發生問題，後果由申請人自行負責，銀行請附上退款帳號存摺封面影本、本學期住宿繳費證明影本或就學貸款文件，如均遺失或無法附上者，請於下方切結書處簽名。Please do not use others account and assure of the validity of the account numbers. If there is any problem occurred after when post office remits money due to wrong writing and wrong account, the applicant needs to pay all responsibility. Please stick your copy of dormitory fee on paper's back.</p> <p>2. 退宿搬遷請於<u>每日 9:00~19:00 間辦理</u>，以免影響其他住宿生安寧。 Dormitory Check out time for daily is 9:00A.M to 7:00P.M..</p> | | | | | | | | | | | | | |
| 切結書 Certifi- cate | <p>• 我已完成寢室內公共區域清潔責任，並已經室友確認 I have completed the cleaning of public areas in the bedroom responsibility and roommate has been confirmed. 室友簽名 Roommate Signature : _____</p> <p>• 本人已繳納本學期住宿費，惟因收據遺失，特此切結。</p> <p>• 填寫之帳戶確實為本人所有，因故無法檢附影本，特此切結。 I, who did pay the fee of dorm for this semester now make a certificate here for I lost my receipts, and I'm sure the top of the account is correct.</p> <p style="text-align: right;">申請人簽名 Signature of the applicant: _____</p> | | | | | | | | | | | | | |
| 宿舍管理員 退宿檢查 | <input type="checkbox"/> 寢室財產完好 <input type="checkbox"/> 寢室個人清潔完成 <input type="checkbox"/> 修改住宿名冊 <input type="checkbox"/> 鑰匙歸還 <input type="checkbox"/> 門禁資料登記刪除 <input type="checkbox"/> 門禁卡歸還(使用學生證者免檢查此項) 宿舍管理員簽章：_____年 月 日 | | | | | | | | | | | | | |
| 研究所退費明細 | | | | | | | 大學部退費明細 | | | | | | | |
| <input type="checkbox"/> 退還住宿費 _____個月 _____元 <input type="checkbox"/> 自願退宿不退費 | | | | | | | <input type="checkbox"/> 退還住宿費 _____元 <input type="checkbox"/> 自願退宿、離校者超過 2/3 學期退宿不退費 | | | | | | | |
| 承辦人 | | | | | | | 住服組組長 | | | | | | | |

*如因退宿開車入校者，可至所屬傳達室領取臨時車輛入校證明單，於出校園時繳交給警衛室。

*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。108.7.31

※退宿流程 Dormitory check-out procedure

- I. 填寫退宿申請表 Fill Application Form for Dormitory Check-out.
- II. 寢室內個人物品清空並完成寢室清潔 Remove all the personal belongings and clean up the room.
- III. 至宿舍傳達室洽宿舍管理員檢查寢室清潔及設備 Go to the dormitory service desk and find dorm staff to check out the room clean and equipment.
- IV. 交還宿舍鑰匙、門禁卡 Return the room key and access card.
- V. 宿舍管理員確認寢室清潔、財產及公物繳回無誤 Dorm staff confirm the room, cleaning, property and public property surrendered correct.
- VI. 完成退宿 Finished.

※「學生宿舍辦法」退宿相關規定 The regulation of check-out from dormitory

1. 住宿學生有下列情形之一者應立即辦理退宿 Students living in the dormitory should immediately go through the procedure for moving out from the dormitory if they are in the conditions as listed below :

(1) 住宿期限屆滿。 Expiration of lodging in dormitory.

大學部住宿期限（每學期宿舍進住日起至當學期宿舍關閉日止）。

研究生住宿期限(第一學期為一月三十一日，第二學期為八月三十一日)

The lodging period of undergraduates (from the lodging date to the close of dormitory in the semester)

The lodging period of postgraduates is ended on (January 31 for 1st semester and August 31 for the 2nd semester)

(2) 畢業、休學、退學、轉學者，須於離校手續核章前遷離宿舍完成退宿手續。

Those graduating, suspending, withdrawing from school and transferring to another school shall move out from the dormitories and complete the withdrawal procedures before the leaving procedures are approved.

(3) 自願放棄下學期住宿者，須於住宿期限前辦理退宿。

Students who voluntarily give up the right to live in dormitories in the second semester must apply for moving out from dormitories before the end of the lodging period.

(4) 勒令退宿者，於懲處案決行後三日內完成遷離宿舍，如未按期遷離，得由本校駐衛警察隊協助執行。

Students who receive an official injunction to move out must finish moving out from dormitories within three days after the punishment is executed. Otherwise, Campus Securities will help them move out.

住宿費繳費收據、退款帳號影本請以A4紙張影印存摺封面，附於申請表之後

Please submit the dormitory fee receipts and you refund account copy :