

# 國立中央大學-短期訪問學生住宿申請表

## NCU Application Form for the Accommodation of Incoming Visiting Student

113.08.19 修訂

申請單位 Unit of Application		指導教授簽名 Signature from Adviser	
申請人(請核章) Applicant Stamp		申請人聯絡方式 Contact	分機 Ext./手機 phone :
			e-mail :
借住人姓名 Name of the Student		借住原因 Reasons of the Application	<input type="checkbox"/> 研究實驗 Study & Experiment <input type="checkbox"/> 上課演講 Lecture <input type="checkbox"/> 其他 Others
護照號碼/身分證字號 Passport Number/ ID Number		性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female 借住人 E-mail
Date of Accommodation	From _____(MM/DD/YY) to _____(MM/DD/YY), with a total of _____ months and _____ days		
寢具借用 Beddings	<input type="checkbox"/> 需要借用寢具, 寢具提供項目(枕頭、棉被、被單、被套、床墊、保潔墊)Need to borrow beddings, including items such as the pillow, quilt, sheet, quilt cover, mattress, and cleaning pad. <input type="checkbox"/> 自備寢具, 不需要借用 Self-owned beddings are bought without the need for further borrowing.		

- 住宿費：以月計算，未滿一個月以一個月計。宿舍費依照宿舍收費一覽表收費，宿舍費用：男/女生雙人套房 3500 元/月、女生四人套房 2000 元/月、男生雙人雅房 2000 元/月，住宿費用每學年會進行調整；寢具費用：900 元/次。Accommodation rates are calculated on a monthly basis, with less than one month taken as one full month. Dormitory fees: male/female double suite NT\$3370 /month, female quadruple suite NT\$1890/month, male double private room NT\$1980 /month. Bedding Cost: NT\$900/Time.
- 未於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。Those who have not completed the check-out procedures or the check-out inspections within the deadline will be handled in accordance with "The Regulation of Student Dormitories in National Central University".  
若訪問學生搬離宿舍時違反本辦法第九條規定者，申請單位應依修繕及清潔成本費用一覽表支付相關費用。  
If the visiting student violates the provisions of Article 9 of these regulations when moving out of the dormitory, the applicant shall pay the relevant fees according to the attached table of maintenance and cleaning costs.
- 其他費用：若需要申請網路者，請洽電算中心。另寢室電力/冷氣部分，採使用者付費方式，需使用者請攜帶悠遊卡至電力儲值卡機購買電力卡。  
Other fees: If you need to apply for the network, please contact the Computing Center. In addition, the electricity/air-conditioning part of the dormitory is paid by the user, please buy your electric card at the electric stored value machine of the campus.

申請單位(單位主管)	國際事務處	住宿服務組	學務長決行

\*本表僅適用於由各系所或國際處邀請之國外學生(不具學籍者)，不適用於本校學生。This application form is only applicable to the foreign students who are invited by the School Departments or Office of International Affairs. 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，非經當事人同意絕不轉作其他用途，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。

住宿服務組 Student Housing Service Division	出納組 Cashier Division	宿舍傳達室 Dormitory Communication Desk								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">住宿期間 Date</td> <td style="width: 50%;"></td> </tr> <tr> <td>住宿費用 fee</td> <td></td> </tr> <tr> <td>租用寢具 Bedding Cost</td> <td><input type="checkbox"/>租借 NT\$900</td> </tr> <tr> <td>總計金額 Total</td> <td>_____元</td> </tr> </table>	住宿期間 Date		住宿費用 fee		租用寢具 Bedding Cost	<input type="checkbox"/> 租借 NT\$900	總計金額 Total	_____元	<p>請開立收據、蓋收費章 流水號：_____C0101-01</p> <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 100px; height: 100px; margin: 0 auto;"></div> <p>繳費驗證 Payment Verification :</p>	<p><input type="checkbox"/>繳費收據編號 Receipt Number : _____</p> <p><input type="checkbox"/>登入名冊資料 Enrollment Data</p> <p><input type="checkbox"/>發放寢室鑰匙 Room Key Distributed</p> <p><input type="checkbox"/>發放門禁卡 Access card, 卡號 No. : _____</p> <p><input type="checkbox"/>確認寢具狀況 Bedding Condition Confirmed</p> <p>管理員簽章/日期 : _____</p> <p>領取人簽名 Signature from the Receiver : _____</p>
住宿期間 Date										
住宿費用 fee										
租用寢具 Bedding Cost	<input type="checkbox"/> 租借 NT\$900									
總計金額 Total	_____元									
<p>※分配宿舍-寢室：_____Dorm_____Room</p> <p>※進退宿辦理傳達室：_____區傳達室</p> <p>(地點 Location : _____)</p>										

※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 "The Regulation of Student Dormitories in National Central University".

※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。

Room changing requirements could only be approved through formal application once allocated.

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/hers 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。

Please lower your voice and do not conduct business activities in dormitory areas.

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。

Full price of dormitory property will be charged if found demolished or removed by personal cause.

借住人 Student: \_\_\_\_\_ (簽名 Signature) 申請單位 Unit of Application: \_\_\_\_\_ (請核章 Stamp)

#### ※修繕及清潔等成本費用一覽表 Attached Table of Maintenance and Cleaning Costs

名稱 Title	單位 Unit	成本費用 Cost	名稱 Title	單位 Unit	成本費用 Cost
寢室鑰匙 Dorm Key	支 piece	300 元/NT\$300	清潔費用 Cleaning Fee	次 time	1000 元/NT\$1000
宿舍臨時門禁卡 Access Control Card	個 piece	100 元/NT\$100			

未列入上表之寢室設備，若有損壞將以市價計算。If the dormitory equipment not included in the list above is damaged in any way, a full market price should be paid as the damage compensation.

#### ※進退宿流程 Check-in & Check-out Procedure

##### 1. 申請流程 Application Process

(1) 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.

(2) 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.

(3) 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。Student in charge should confirm relevant norms regarding "Student Dormitory Management Measures" and leave a √ mark and his/her signature after reading.

##### 2. 進住流程 Check-in process

(1) 借住人持申請表至各區傳達室領取鑰匙、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.

(2) 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.

##### 3. 退宿流程 Check-out process

(1) 退宿當天請持退宿申請表至各區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

(2) 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 "The Regulation of Student Dormitories in National Central University" Article 15.