

放棄113學年度宿舍 線上申請流程

The Online Procedure of Quitting Student
Dorm in next Academic Year

住宿服務組

放棄下學期宿舍

Give up the Dorm in the Next Semester

- ▶ 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

Give 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，點選放棄的學期後，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.

The screenshot shows a web application interface for giving up a dorm. The interface is divided into several sections:

- 放棄住宿學期** (Dorm to be given up): A list of dorms with checkboxes. The first item is selected: 113 第一學期 (曦望居-曦望居_雙人 DormHsiW_2-A503室 2床). This section is highlighted with a yellow box and labeled with a red '1'.
- 送出放棄** (Submit): A button labeled '送出放棄' (Submit) is highlighted with a yellow box and labeled with a red '2'.
- 確定放棄視窗** (Confirmation window): A pop-up window titled 'cis-devel.cc.ncu.edu.tw 顯示' (Display) with the question '確定放棄?' (Confirm to give up?). It has two buttons: '確定' (Confirm) and '取消' (Cancel). This window is highlighted with a yellow box and labeled with a red '3'.

Additional information on the page includes a navigation bar on the right with the text '放棄下學期宿舍 - 新增' (Give up dorm in the next semester - New) and a section titled '※ 線上放棄事宜' (Online dorm giving up matters) with the following instructions:

- 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

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112第一學期 宿舍成功」。

The screen will display “You’ re succeed in giving up dorm in the spring semester in Academic Year 2023-2024.” after the application is submitted.

宿舍申請/查詢

放棄113 第一學期 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
- 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
Give up the next Semester Dorm

放棄下學期宿舍注意事項

Give up the Dorm in the Next Semester

- ▶ 需於113年7月31日前提出放棄。113年8月1日至開學前提出放棄者，依收費標準退費(退四分之三)；開學後放棄不退費。

The application of quitting dorm must be submitted before Jul, 31st, 2024. The manual application can be submitted from Aug, 1st to the convention of the semester, and the three quarters of fee will be returned based on the charging standard of each dorm. No fee will be returned if the application is submitted after the convention of the 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:

1. 離校手續者需離校手續前完成退宿手續，最遲須於8/31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 Aug, 31st.

2. 非離校者最遲須於8/31前完成退宿。

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

注意事項與退宿方式

- ▶ 上述作業僅放棄下學期宿舍，還須另行辦理退宿手續。The above assignment only gives up the dormitory for the next semester, and separate check-out procedures are required.
- ▶ 退宿方式(詳細退宿方式將另行公告) Check-out procedures (detailed instructions for the check-out process will be announced separately)
 1. 請至退宿檢查系統：請至Portal登入->服務櫃台(iNCU)->學務專區->宿舍申請/查詢內->個人歷年申請資料查詢->退宿申請。 To check-out system: Login to NCU Portal ->iNCU-> Student Affair (StdAffair) ->Dorm Application and Search ->Personal information inquiry over the years->Check-out application.
 2. 將寢室清潔完成照片上傳到退宿檢查系統(照片上傳以2MB以下較佳)，請至所屬宿舍傳達室找宿舍管理員到寢室檢查確認，並將鑰匙繳交至宿舍傳達室給宿舍管理員。退宿檢查不合格者，需繳交清潔不合格費用或鑰匙遺失費用。 Take photos of your dormitory's cleanliness, upload to check-out system(photo size <2MB is preferable) and return the key to the key box at the dormitory office. The dormitory manager/dormitory officer will visit your room to verify that the cleanliness meets the standard. There will be a fee for those who didn't meet the cleanliness standard or lost in room keys.
 3. 若未完成退宿手續者，視同逾期末退宿，需繳交清潔不合格費用或鑰匙遺失費用。 If the check-out procedure is not completed, it will be treated as overdue check-out, and you will be required to pay a fee for non-compliance with cleanliness standards or for lost keys.
 4. 未於退宿期限內搬遷者，依宿舍管理辦法第9條第2款處理其留置物品。 Those who do not move out within the check-out deadline will have their belongings handled in accordance with Article 9, Section 2 of the dormitory regulations.