

# 國立中央大學學生宿舍押金實施辦法

## NCU Practices Governing Student Dormitory Deposit

Passed by the 269<sup>th</sup> executive meeting on October 6, 1997.

Revised and passed by the 455<sup>th</sup> executive meeting on November 20, 2006.

Revised and passed by the 656<sup>th</sup> executive meeting on June 19, 2017.

Article 1 In order to raise the in-house student's awareness of keeping the environment clean and taking care of the public properties, "NCU Practices Governing Dormitory Deposit" (hereinafter referred to as the practices) are specially devised to improve overall dormitory quality and protect the student's dormitory property.

Article 2 Student who lives in the dorm room should pay a dormitory deposit of NT\$ 1,000 during his or her stay. Student attending summer camp or winter camp who wish to live in the dorm room should pay a dormitory deposit including the cleaning fee, key, and access control card according to the dormitory deposit deduction list. Short-term visiting students are backed up by the unit of application and therefore do not need to pay for the dormitory deposit.

Article 3 Student who check-in to the dormitory should see if all facilities are complete and functioning well. Make sure to fill out the dormitory property card and submit it within one month of check-in. Should there be any damages related to dormitory property, the student should report online for further repair and maintenance. Those who fail to submit the card are considered as perceiving their own dormitory property as perfectly normal.

Article 4 Once the dormitory is about to closed during the semester, summer vacation, or winter vacation, or that the student wishes to check-out the dormitory, he or she must clean up the dorm room, confirm that there is no damage to the dorm property, and return the dorm key. The dorm keeper should confirm the cleanness of the dorm room while counting and checking all facilities and property at the dorm room. Should any of the following descriptions prevail, the student's dormitory deposit should be deducted according to the corresponding list.

- I. For those who fail to keep their dorm room clean, the dorm keeper and dorm cadres should work together to take photos of the untidy room. All personal properties left behind are considered as waste and should be disposed. Cleaning duties should be held to the individual. In case that the cleaning duties cannot be held to the individual, the cleaning fee should be shared among all students of the dorm room. If the students fail to keep their dorm room clean and left behind a large amount of garbage on purpose, their dormitory deposits should be heavily deducted.
- II. Those who fail to return their dorm key, access control card, air-conditioner card, and the remote controller for the air-conditioner on time.
- III. If the dorm properties and facilities were to be damaged due to human factor, the student in charge should pay the full price for anything damaged. The damage compensation should be

held to the individual. In case that the damage compensation cannot be held to the individual, the liability for compensation should be shared among all students of the dorm room.

Article 5 After the dorm rooms are checked and closed during the semester, summer vacation or winter vacation, the list relating the deduction of dormitory deposit should be announced and all complaints should be received. Student Services and Dormitory Division (of the Office of Student Affairs) should convene all student representatives and dormitory cadres to review the appeal cases related to dormitory deposit deduction.

Article 6 Accommodation application for the short-term visiting students should be filed out by the school unit. Should the short-term visiting student violate article 4 of this practices, the unit of application should pay the relevant fees according to the list regarding dormitory deposit deduction.

Article 7 Dormitory Deposit Return:

- I. After the dormitory is closed at the end of the school year and the student does not plan to stay in the dormitory for the next school year, Student Services and Dormitory Division (of the Office of Student Affairs) should return the dormitory deposit to the student's personal account without any interest further accrued. Should there be a deduction of dormitory deposit, the final balance should be returned to the student after calculation, without any interest further accrued. Any shortfall should be followed up to make up for the gap.
- II. Should the student leave the school or does not plan to stay in the dormitory anymore, he or she should complete the check-out procedure within the specified time period. After the check-out procedure is completed, the dormitory deposit should be returned to the student's personal account without any interest further accrued.
- III. After the dormitory check-out procedure has been completed for the summer camp or winter camp, all dormitory deposits should be returned to the personal account of the person in charge of the summer camp or winter camp.
  1. If for some reasons the dormitory deposits cannot be transferred to the student's personal account, the total amount should be transferred to the school funds according to the accounting procedure.

Article 8 Student Services and Dormitory Division (of the Office of Student Affairs) should integrate all dormitory deposit deductions of each school year and transfer those amounts to pay for the additional dorm items and the additional expense derived from the cleaning.

Article 9 Student who borrows the key and the access control card should return these items within the regulated time period. The key should be returned on the date of borrowing while access control card should be returned within 7 days of borrowing. Those who fail to return these items back on time should have their dormitory deposit deducted according to the corresponding list.

Article 10 This practice should come into force after been passed and announced by the executive meeting. The case also applies when the practice is revised.

#### Appendix List Regarding Dormitory Deposit Deduction

Title	Unit	Price
Dorm Key	piece	NT\$30
Access Control Card	piece	NT\$100
Air Conditioner Card	piece	NT\$50
Cleaning Fee	time	NT\$200
Remote Controller for Air Conditioner	piece	NT\$600

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.