

學生宿舍取消【學期】住宿申請書

Student Dormitory Cancel Application Form

系所 Dept.		學號 Student ID No.	
姓名 Name		聯絡電話 Contact No.	
身分證字號 ARC No.		出生年月日 Birth Date	
取消期別 Cancel Duration	<input checked="" type="checkbox"/> 113 學年(含上下學期) <input type="checkbox"/> 下學期 1st & 2nd semester 2nd semester		
取消住宿原因 Cancel Reason	<input type="checkbox"/> 休退學 Suspension or Termination of Studies <input type="checkbox"/> 畢業 Graduate Student <input type="checkbox"/> 實習 Internship <input type="checkbox"/> 出國交換 Exchange Student <input type="checkbox"/> 外宿 Move Out <input type="checkbox"/> 通勤 Commute <input type="checkbox"/> 個人因素 Personal Reason <input type="checkbox"/> 其他 Other. : _____ (請說明 Please specify)		
住宿保證金 Deposit	<input type="checkbox"/> 未繳交住宿保證金 Unpaid the deposit. <input type="checkbox"/> 已繳交住宿保證金 Paid the deposit. <div style="font-size: small;"> 因休學/退學/畢業/實習/出國交換取消住宿者，可檢附相關證明文件申請退還住宿保證金；未繳交證明文件及非上述原因取消住宿者，住宿保證金不予退還。 Submit a copy of the application for suspension or termination of studies or diploma or exchange student certificate or internship certificate. Then you can refund the deposit NT\$1,000. For those who fail to submit the certificate and cancel the dormitory for reasons other than the above reasons, the deposit will not be refund. </div>		
住宿費 Dormitory Fee	<input type="checkbox"/> 未繳交住宿費 Unpaid the dormitory fee. <input type="checkbox"/> 已繳交住宿費 _____ 元 Paid the dormitory fee NT\$ _____ <div style="font-size: small;"> 宿舍開放首日(含)以前完成退宿或取消住宿，得申請退還 100%住宿費；自宿舍開放隔日起至本校行事曆第 6 週(含)以前完成退宿或取消住宿，得申請退還 50%住宿費(不含冷氣費)；自本校行事曆第 7 週起，不予退費。If you checkout or cancel the dormitory before the first day of the dormitory open, 100% of the dormitory fee will be refunded. If you checkout or cancel the dormitory during the next day of the dormitory open, but before the 6th week of the Academic Calendar, 50% of the dormitory fee will be refunded (excluding air-conditioning fee). If you checkout or cancel the dormitory form the 7th week of the academic calendar, the dormitory fee you have paid will not be refund. </div>		
申請人簽章 Signature	請親自簽名	申請日期 Date of Application	____年____月____日 (YYYY) (MM) (DD)
住輔組審核 For Dormitory Guidance Only	<input type="checkbox"/> 刪除住宿資格/床位 <input type="checkbox"/> 刪除保證金繳費單 Delete the deposit bill. <input type="checkbox"/> 退保證金 The deposit will be refund. <input type="checkbox"/> 保證金轉罰款 The deposit will not be refund. <hr/> <input type="checkbox"/> 刪除住宿費繳費單 Delete the dormitory fee bill. <input type="checkbox"/> 退住宿費 _____ 元 The dormitory fee NT\$ _____ will be refund. <input type="checkbox"/> 不退住宿費 The dormitory fee will not be refund.		

※ 本表僅適用於未辦理入住之學生；已辦理入住者，請至宿舍櫃檯辦理退宿手續。

※ This form is only for students who have not checked in the dormitory; for those who have checked in, please go to the counter of the dormitory to check out.