

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

114.09.16 學務主管會議修訂

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 :	
訪問學生姓名 Name of the Visiting Student	借住原因 Reasons of the Application	<input type="checkbox"/> 研究實驗 Study & Experiment <input type="checkbox"/> 上課 Lecture <input type="checkbox"/> 其他 Others	國籍 Nationality
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.		

1. 住宿費：以月計算，未滿 15 日以天計費收取住宿費每人每日 130 元，超過 15 日者，以整月計費。宿舍費用依宿舍收費一覽表換算以月方式計費，如下表，每學年將依實際情況進行調整。宿舍分配將依宿舍空床位之房型安排。
 Accommodation Fee: The fee is calculated on a monthly basis. For stays of fewer than 15 days, the charge is calculated daily at NT\$130 per person per day. For stays of 15 days or more, the full monthly rate will be applied. Accommodation fees are calculated based on the "Dormitory Fee Schedule" on a monthly basis and are subject to adjustment each academic year according to actual circumstances. Dormitory allocation will be arranged according to the available room types.

房型 Type	每人每月宿舍費 Dormitory fee per person per month	房型 Type	每人每月宿舍費 Dormitory fee per person per month
雙人套房	NT\$3,500	四人雅房	NT\$1,400~2,700
四人套房	NT\$2,000~2,622	男生雙人雅房	NT\$2,000

寢具費用 Bedding Cost : NT\$900/ Time

2. 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，申請單位應依學生宿舍公物遺失及寢室(含公共空間)清潔不合格罰款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 Fines List for Loss of Public Property and Disqualified Room Cleaning (Including Public Spaces).

3. 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。
 The personal data collected will only be used for related services and, without consent, will not be used for other purposes. Data will be managed in accordance with the university's personal data protection policies.

住宿服務組 Student Housing Service Division	宿舍費繳費 Dormitory fee payment	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></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	入住前持繳費單至便利商店繳費。完成繳費後出示繳費證明。Before check-in, take the payment slip to the convenience store to pay. Present proof of payment after completing the payment. 繳費驗證 Payment Verification : _____	<input type="checkbox"/> 繳費收據編號 Receipt Number : _____ <input type="checkbox"/> 登入名冊資料 Enrollment Data <input type="checkbox"/> 發放寢室鑰匙 Room Key Distributed <input type="checkbox"/> 發放門禁卡 Access card，卡號 No. : _____ <input type="checkbox"/> 確認寢具狀況 Bedding Condition Confirmed
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									
※分配宿舍-寢室：____Dorm ____Room ※進退宿辦理傳達室：____區傳達室 (地點 Location : _____)		管理員簽章/日期： 領取人簽名 Signature from the Receiver : _____								

※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 am willing to comply with the relevant regulations, including the Regulations of Student Dormitories at National Central University.

※以下節錄至宿舍管理辦法重要規定：(閱畢請打√) The following are excerpts from the Student Dormitory Management Regulations: (Please mark √ after reading.)

- 不得在宿舍及寢室內炊爨、焚燒物品、烤肉、燃放煙火、私接電力線路及存放任何危害公共安全之物品。
Cooking with fire, burning materials, having barbecues, setting off fireworks, stealing power with private electric wires, and storing materials that endanger public safety are forbidden in dormitories.
- 寢室不得有獨佔、擅自佔用及拒絕室友進住之行為。
Monopolizing one whole room, trading or selling rooms or beds, occupying other boarders' rooms or beds, or refusing roommates' moving in the rooms are forbidden.
- 夜間十一時至上午七時，不得留宿他人。
Accommodating guests in dormitories from 23:00 PM to 7:00 AM is forbidden.
- 不得於宿舍及寢室內有酗酒、賭博、毆鬥、吸菸、嚼食檳榔、打麻將、使用違禁藥品等行為，或其它妨害宿舍安全與安寧之任何情事，並不得以宿舍資源及設施進行營利行為。
Drinking alcohol, gambling, fighting, smoking, eating betel nuts, playing mahjong, using illegal drugs, and all other behaviors that hinder the safety and peace of the dormitories are forbidden in the dormitories.
- 宿舍及寢室內除檯燈、吹風機、電扇、收錄音機、電鬍刀、充電器、電腦及必要之周邊產品外，其餘電器不得使用。由學校提供或核可之電器不在此限。
Desk lamps, hair dryers, fans, radios, electric razors, computers and other electric appliances approved by NCU administration are allowed for boarders to use. Other electric appliances are forbidden. Those provided or approved by NCU are allowed.
- 住宿生會客，應於上午七時至夜間十一時，惟女一舍至女四舍會客時間於上午八時至夜間七時，於交誼廳或其它公告場所辦理會客。進入寢室需經學務處住宿服務組同意始准進入。
Boarders may invite visitors to the living rooms or other designated spaces in dormitories from 7:00 AM to 23:00 PM, while the visiting hours of Female Dormitory 1 - 4 is from 8:00 AM to 7:00 PM. Visitors entering boarders' rooms should gain permission from the Student Housing Service Division.
- 寢室床位編定後，不得私自互調；住宿異動，須經學務處住宿服務組核准並於期限內完成搬遷。
After rooms in dormitories have been assigned and distributed, transferring rooms privately without permission is not allowed. Changing and transferring rooms should gain permission from the Office of Student Guidance.
- 不得在宿舍或寢室內停放機車、腳踏車或飼養動物。
Parking motorcycles and bicycles and keeping pets in dormitories or in the rooms are forbidden.
- 宿舍及寢室內不得有妨害他人自修與睡眠之行為。
Hindering other boarders' studying and sleeping in the dormitories and rooms is forbidden.
- 不得於宿舍內進行商業行為。
Conducting business activities in the dormitories is forbidden.
- 住宿生應維持宿舍環境整潔，不得於陽臺或公共區域擺(堆)放個人物品。
Boarders should keep the dormitory environment clean. Placing and storing personal belongings on the terrace or in public areas in the dormitories are forbidden.
- 不得擅自變更宿舍原有設施及器材，如有損壞或遺失，應照價賠償。
Altering the original facilities and equipment in the dormitories is forbidden. Anyone who breaks or loses the original facilities and equipment must pay for the damage or loss according to their prices.
- 不得私自佔用宿舍公用物品及設施。
Appropriating public property and facilities in dormitories is forbidden.

借住人 The Visiting Student : _____ (簽名 Signature)申請單位 Unit of Application : _____ (請核章 Stamp)

※學生宿舍公物遺失及寢室(含公共空間)清潔不合格罰款一覽表 Attached Table of Fines List for Loss of Public Property and Disqualified Room Cleaning (Including Public Spaces) in Student Dormitories

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	曦望居 Hsi-Wang Dorm's Key	支 piece	1150 元/NT\$1150

未列入上表之寢室設備，若有損壞將以市價計算。If any dormitory equipment not listed in the table above is damaged, compensation will be charged at the current market price.

※申請與進退宿流程 Dormitory Application and Check-in/Check-out Process

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。The applying unit must submit the bed application at least two weeks in advance. Bed assignments will be arranged by the 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。Once this application form is approved, please bring it to the Cashier Division for payment. After payment, proceed to the Student Housing Service Division for verification. The payment and verification process must be completed at least three days before check-in.
 - (3) 訪問學生請確認「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。The visiting student must carefully review the Student Dormitory Management Regulations and confirm understanding of the rules by signing the form.
2. 進住流程 Check-in process
 - (1) 訪問學生持申請表至各區傳達室領取鑰匙、門禁卡。The Visiting student must present the application form at the dormitory communication desk to collect the room key and access 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。Upon check-in, please immediately inspect all dormitory facilities. Any damages or missing items must be reported to the dormitory manager without delay.
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 day of check-out, please bring the check-out application form to the dormitory communication desk for processing. The dormitory manager will inspect the cleanliness and condition of the room, and the key and access card must be 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「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, Article 15 of the National Central University Student Dormitory Management Regulations shall apply. The applying unit will be charged for repair and cleaning fees in accordance with the cost schedule.