

Chung-Hua University

Established by the Life Guidance Division of Student Affairs Office	Campus Housing Regulations	Document number : CA1-2-101
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These regulations are established, approved, announced and implemented in June 2000

Revision passed in the 1st Student Affairs Committee Meeting on June 5, 2002

Revision passed in the 2nd Student Affairs Committee Meeting on June 22, 2005

Revision passed in the 3rd Student Affairs Committee Meeting on June 28, 2006

Revision passed in the 4th Student Affairs Committee Meeting on March 21, 2007

Revision passed in the 5th Student Affairs Committee Meeting on November 21, 2007

Revision passed in the 6th Student Affairs Committee Meeting on May 21, 2008

Revision passed in the 7th Student Affairs Committee Meeting on May 27, 2009

Revision passed in the 8th Student Affairs Committee Meeting on March 23, 2011

Revision passed in the 9th Student Affairs Committee Meeting on November 30, 2011

Revision passed in the 10th Student Affairs Committee Meeting on March 21, 2012

Revision passed in the 11th Student Affairs Committee Meeting on May 30, 2012

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Revision passed in the 16th Student Affairs Committee Meeting on Nov 29, 2017

Revision passed in the 17th Student Affairs Committee Meeting on Sep 19, 2018

Revision passed in the 18th Student Affairs Committee Meeting on May 27, 2020

I. Purpose

These regulations are established in order for students residing in the dormitory to achieve goals of life education, autonomy, self-respect, and self-discipline, to reinforce their social skills and moral education, to promote the quality of life in the dormitory, and to maintain a quiet and safe environment for the students.

II. Scope

Dormitory application, moving in, moving out, life guidance, dormitory management, payment and disaster prevention drills

III. Responsible units

1. The Life Guidance Division: Dormitory application, moving in, moving out, life guidance, dormitory management and disaster prevention drills
2. The Construction and Maintenance Section and Purchasing & Supply Section: maintenance
3. Cashier's Section and Accounting Office: payment

IV. Definition of terms

None

V. Content

Chapter 1: General Rules

Article 1 These regulations are established in order for students residing in the dormitory to achieve goals of life education, autonomy, self-respect, and self-discipline, to reinforce their social skills and moral education, to promote the quality of life in the dormitory, and to maintain a quiet and safe environment for the students.

Article 2 The management of the student dormitory shall be processed according to the regulations unless otherwise stipulated by other laws and regulations,

Article 3 Dormitory Student Self-Governance Council shall be comprised of resident students for the purpose of regulating dormitory life, promoting autonomy, improving students' welfare and providing dormitory management assistance to the school. The staff of Dormitory Student Self-governance Council is selected according to the Selection Regulations.

Article 4 The Student Affairs Office shall be in charge of planning and supervision of dormitory residential life. The Life Guidance Division provides assistance and guidance to the Dormitory Student Self-governance Council's works, with the support of the Military Training Office to assist in completing the followings:

1. Manage and provide guidance to student residents.
2. Maintain discipline.
3. Enhance interaction and communication with students to understand their Needs, and reflect upon their opinions to improve dormitory environment.
4. Establish a safety program for fire and earthquake disaster prevention drills to deal with emergency situations.
5. Manage the public facilities in the student dormitory and organize the application of facility maintenance
6. Communicate laws and regulations as well as organize the reporting of relevant tables and listings

Chapter 2: Dormitory application and allocation

Article 5 A fair plan for dormitory application and allocation shall be established and announced by the Live Guidance Division every year. Students who want to live in the dormitory shall apply for accommodation within the announced time limit. Students who have been approved to enter the dormitory shall live in the dormitory for one academic year.

1. Undergraduate students, master's degree students and doctoral students shall apply for accommodation according to appendix 2- accommodation application procedure.
2. Undergraduate sophomores to seniors and graduate students who meet the following criteria will be given priority.
 - (1) Disabled Students shall provide physical and mental disability handbook)
 - (2) Students from off-shore island shall provide a copy of ID card
 - (3) Foreign Students and overseas students shall provide a copy of their passport
 - (4) Students who need financial aid shall provide a copy of a government

- issued proof.
- (5) Injured students with difficulty in movement who can't recover before the beginning of the semester shall provide a doctor's note
 - (6) Students have received approval from the president due to official business or project needs.
 - (7) Staff of the Dormitory Student Self-governance Council or the Dormitory Network Committee and students awarded in Sunshine Youth contest in the two preceding semesters.
3. Freshmen who are provided with dorm beds for the first undergraduate year shall apply for accommodation according to freshmen handbook.
 4. The first-year graduate students and transfer students shall apply for accommodation as announced by the Live Guide Division.
 5. Accommodation will be canceled if application is not finished within the officially designated period.
 6. All accommodations are allocated by the Live Guidance Division.
 7. Accommodation will be canceled if a deposit of \$3,000 is not paid within the officially designated period announced by the Live Guidance Division.
 8. From the beginning of a semester based on school calendar, students can fill vacancies during the semester, including auditors and credit program students.
 9. Once approved, a student shall live in dorm for one academic year. Students who have already completed the check-in procedure and paid the fee cannot ask for a refund. Refunds will only be given to those who graduate, officially withdraw from the school, are suspended from the school, or are diagnosed with notifiable infectious disease or mental disease.

Chapter 3: Payment

Article 6 The accommodation fee shall be paid at the designated bank or post office per semester. Dorm deposit, cleaning fee and room key deposit shall be paid once when students first apply for the dormitory. Criteria of payment, methods of payment, and rules of deduction and refund are announced by the respective responsible unit.

Article 7 Payment procedure shall be completed before the dormitory is open to resident students. (Students do not pay accommodation fee within four weeks of the start of the semester will be compelled to move out and asked to pay a process fee incurred during his stay.) Students who apply for accommodation loan shall submit "Loan application form." and send it to School's Life Guidance Division.

Chapter 4: Checking in and Checking out

Article 8 Checking-in the dorm

1. Students who get a space in the dorm, including those who are on the priority check-in list, but decide not to check in to the dorm are required to relinquish their right to live in the dorm within the announced period of time; those who fail to do so within the specified period of time will be disqualified from their right in second academic year of residence.
2. Dormitories are open according to the date of announcement. Students

who wish to move in earlier than the announced date need permission from school authority. Students are required to present their dorm and deposit payment receipts to the dorm administrator to collect the key and complete the move-in procedure.

3. Students are responsible for the safekeeping of all public property assigned to them and should immediately check to see if the facilities are in good condition upon checking into the dormitory. If there is any loss of or damage to the school dorm properties after checking-in, students are required to compensate the school for the full cost of loss or damage. The actual amount and method of compensation will be announced separately.
4. Allotted dormitories and beds may not be transferred or exchanged without permission for any reason. Violators will be dealt with in accordance with relevant regulations.
5. Students of dorm association can move in early before the first week of the semester to assist with the start of the semester, free of extra charge.

Article 9 Students who fail to complete the checking-in procedure by the deadline of school registration, his/her bed will be allocated to another student on the waiting list, and their deposit is not refundable.

Article 10 Dorm bed change application

1. Students must apply to the Residence Services Center within the first week of the semester for a dorm bed change; no fee will be charged for the first time. An operation fee of NT\$200 per student, per time will be charged if there are future dormitory bed change requests.
2. A temporary bed adjustment is possible if an emergency, such as an infectious disease, or injury, occurs and if it is approved by the director of the Life Guidance Division.

Article 11 Checking out of the dorm

1. Students may request for checking out of the dorm in the event of graduation, suspension of studies, withdrawal from the university, or contracting an infectious disease or offensive mental illness during the housing period, etc. After approval from the Dean of Academic Affairs, students may apply for a refund in accordance with the "CHU Rules for Payment and Refund of Student Housing Fees.
2. Students who drop out during the semester should return their keys (including key chains) to the Student Services Residential Service Center. Compensation is required if there is a damage to or loss of public property in accordance with the regulations.
3. The dormitory will be closed on an announced day of each semester, All dormitories should be cleaned and tidied. The room supervisor in conjunction with the "Student Residence Self-Government Committee" will conduct an inspection and refund the security deposit to the students' personal accounts if they pass dorm room inspection.
4. If students fail to move out within the announced period, the Residential Services Center may, in conjunction with the advisors of the Residence Hall Association, put the students' personal belongings in the storage room and will not be responsible for them. Students who do not collect their belongings after one week, will have their belongings treated as trash, and their deposit will be forfeited, and they will be disqualified from the next semester's housing right, and they will be punished according to relevant regulations.

5. Students who are in serious breach of the Accommodation Management Regulations may be ordered to leave the dorm and the Student Guidance Team shall notify their homeroom teacher, parents or guardians in writing. However, due to the safety of students and the difficulty of renting off-campus housing, students may continue to live in the dormitory until the end of the semester with permission and payment of the daily dormitory fee.
6. Students should move out of the dormitory immediately after they have checked out of the dormitory. If students are still stranded in the dormitory, they will be punished according to the relevant regulations.
7. Residential students enrolled for a full academic year, including summer and winter breaks, who do not renew their dorm lease for the next semester should move out within the specified time frame. Check out time for Summer school break will be announced by the Residential Services Center.

Chapter 5: Student Accommodation Rules

Article 12 Penalty for non-compliance

1. Those who violate the rules of entering the dormitory of the opposite sex or bring the opposite sex into the bathroom will be fined NT\$3,000 each.
2. Both parties will be fined three times the dormitory fee if they give up their beds or substitute for a bed.
3. A person who stays overnight without having the right to stay is subject to a fine of 10 times the published daily rate according to the number of days of stay, provided that the total fine does not exceed two times the current accommodation fee.
4. If the borrowed temporary IC card is lost or damaged or is not returned on time, a fine of NT\$200 will be imposed. Students who are not regular full time CHU students are required to pay a deposit of NT\$500, including key and IC card, which will be refunded when they leave the school.
5. Resident students are required to pay for the cost of repair and maintenance for any damage to air conditioning equipment caused by resident students' misuse or human error.
6. Dormitory theft will result in loss of dormitory privileges and housing status.
7. Those who use the dormitory resources (facilities) for profit-making may, depending on the circumstances, be fined up to NT\$10,000.
8. Anyone who cooks in the dormitory room is liable to a fine of NT\$3,000.
9. Resident students who intentionally or negligently cause injury to others or damage to the dormitory building(s) or property (ies), shall be liable for public danger and damages.

10. Those who overstay the deadline to move out, he/she shall be fined NT\$1,000 per bed per day; if the key is not returned, they shall be fined NT\$500; those who do not complete the restoration of the room or leave waste upon checking out, he/she shall be fined NT\$1,000 per person for the cleaning fee.

The above penalties (except those in Sections 4, 5, 8, and 10) will be applied in light of the seriousness of the case to be disqualified from applying for the dormitory right and residence status, and the paid dorm fee will not be refunded. If students refuse to pay the fine or the penalty, they will be punished according to the school regulations.

Article 13 Safety Control Requirements

1. No sleeping over for friends, relatives, classmates or guests in dorm room
2. In order to maintain the safety of the dormitory, resident students must be approved by the Residential Services Center (holiday duty instructors) to enter the dormitory building or floor of the opposite sex and wear the required identification clothing. However, students are not allowed to enter or stay in the dormitory building or floor of the opposite sex from 5:00 PM to 8:00 AM the next day every day under any circumstances. Those who violate the above regulations will be punished according to paragraph 1, Article 12 of this agreement. The operating hours for dormitory checking-out period will be announced separately.
3. Prohibited items and flammable objects (e.g. mahjong tiles, mahjong tables, alcohol, fireworks, firecrackers, gasoline, etc.) are not allowed to be stored in the dormitory.
4. No cooking in the dormitory room.
5. Except for small radios, electric razors, hair dryers, desk lamps, and computers, refrigerators, electric stoves, electric heaters, televisions, gas stoves, alcohol stoves, microwave ovens, hot plates, electric ovens, rice cookers, toasters, thermos bottles, irons, and other power-consuming and safety hazard appliances are not allowed to be used or placed in the dormitory.
6. No animals shall be kept or fed in the dormitory.
7. The dormitory building should be kept quiet, free of noise, quarrels and fights at all times.
8. Gambling, smoking, drinking, taking drugs or other behaviors against goodwill are strictly prohibited in the dormitory.
9. Do not arbitrarily change the rooms and beds of the dormitory.
10. When leaving the dormitory, the power supply should be turned off and the

doors and windows should be locked.

11. Do not engage in political and religious activities in the dormitory, so as not to interfere with other's order of daily life or the tranquility of the dormitory.
12. In the event of an emergency or a major incident, the members of the student support team, housekeepers, dormitory counselors, and student dormitory self-government cadres may cooperate with the instructors to enter the bedroom for inspection or treatment if necessary. The room must be kept intact for investigation. And law enforcement will be called upon when and if necessary.

Article 14 Restrictions on access, meetings and overnight stays

1. Access control

(1). Computer system controls implemented for both male and female dorm buildings, and building access is limited to the resident students only. Students are to keep the door closed when leaving the building. Leaving the door open for improper cause or use is prohibited. Violators of the above regulations will be punished accordingly, and parents may be notified depending on the severity of the misconduct.

(2). The school dormitory management staff will enter the dormitories for maintenance and inspection when necessary for management and safety reasons.

2. Guest Regulations

(1). Parents or guests should register in advance. Meeting time is limited to 60 minutes.

(2). Parents and guests are not allowed in the dormitory after 9 P.M.

(3). Persons of the opposite sex, including visitors, may enter the dormitory only for the purpose of providing emergency assistance.

(4). All persons of the opposite sex, including visitors, must register at the front desk before entering the dormitory, and must wear a visitor vest.

(5). Guests are not allowed to bring dangerous or prohibited items into the dormitory.

(6). Guest meeting should be conducted in the dorm living room instead of in the dorm room.

(7). Conversation with guests must not disturb the peace and quiet of the dormitory building.

3. Students who sleep away from the dormitory are expected to inform their roommates, classmates, or the staff on duty in the dormitory beforehand so that they can be informed of the intended stay.

Article 15 Students are responsible for maintaining the peace and quiet of the dormitory, the cleanliness of the environment, and the cleanliness of the hallways. Unauthorized flyers and graffiti are prohibited on windows and toilets of the dormitory. Personal belongings are not allowed in the dormitory's public spaces, that is, areas other than dormitory rooms. If personal belongings placed in the public areas are not disposed of after 5 working days, they will be photographed, registered, packed and stored by the dorm management staff and announced on the Student Services Center website. The Student Service Center is not responsible for the storage of personal belongings. Personal belongings left unclaimed for one month are treated as discarded materials.

Article 16 Dormitory facility use and maintenance

1. Resident students should take good care of the facilities in the dormitory and should not move or replace them without permission. Those who are found responsible should compensate for any damage to the equipment in the dormitory.
2. Student found responsible for intentional or negligent of the damages to the public property in the dormitory will be ordered by the administrator in the dormitory to pay restitution for the damages and will be punished according to the relevant regulations. Those who fail to pay restitution after the deadline may be ordered to move out of the dormitory
3. Each resident student may borrow a room key for no more than 3 times

Article 17 Evaluation, award and punishment

1. Resident students who follow dorm rules will be rewarded with commendation, but those who violate the rules will be deducted points from *Demerit Point Deduction List* or asked to do labor service in the dormitory or punished according to other dorm regulations in order to maintain order, safety, peace and hygiene in the dormitory. All the above records will become the evaluation basis for future accommodation application in the dormitory.
2. Resident students who meet the following requirements will be rewarded by the school with the recommendation from Residential Services Center, the Student Services Counselor, or the campus security instructors in order to encourage residents to proactively maintain a safe, orderly, and clean environment in the residence hall and to participate in the common services of the residence hall:
 - (1). Residents who take the initiative to maintain order and public safety in

the dormitory and make specific contributions.

- (2). Residents who take the initiative to maintain a clean and tidy dormitory environment and make specific contributions to the beautification of the dormitory.
- (3). Residents who take the initiative to prevent specific violations from occurring.
- (4). Those who take the initiative to organize residence activities and participate in the residence affairs.
- (5). Other actions that actually benefit the dorm residence.

Residents who meet these criteria and who do not violate other school rules and regulations, after being approved by the student Life Guidance Division and Dean of Academic Affairs, will be given priority to application for dormitory accommodation for the following school year.

3. Residents who violate the dormitory regulations, apart from deducting points according to the circumstances, may be discussed and punished separately according to the regulations on the implementation of rewards and penalties of the school.
4. Residents are to expect dorm inspections from dormitory managers, cadres of student dormitory autonomous associations, campus safety counselors and home room advisors both regularly and irregularly. Residents who violate the dorm regulations may expect to be deducted points repeatedly according to written reports from the above authorities to Life Guidance Division
5. Students who have violated the dorm regulations will be penalized by deducting points according to *Demerit Point Deduction List for Student Residences*, the first attachment of the school dorm regulations, given at the beginning of every school year. Residences who have 10 points deducted will be expelled from dorm.
6. Residences who violate major dormitory regulations repeatedly during their stay (a deduction of 5 points or more), will be expelled from dorm.
7. Those who have violated the dorm regulations during the period of stay and have been punished with a commandment will be disqualified from applying for accommodation for the following year; those who have been punished with a minor offense will be disqualified from applying for accommodation for the following two years; those who have received major penalties or more will be disqualified to apply for accommodation for good. Those who have been expelled from the dorm must do so within one week. If the student completes the dorm services within the required

time frame, the student will be given back his right to apply for accommodation in the dorm and his deducted points on the demerit list be given back too.

Chapter Six

Article 18 Regulations for Summer Break Accommodation

1. Applications for summer housing should be completed one week before the end of the second semester.
2. Students who intend to live in campus housing during summer break shall apply to Life Guidance Division within the announced time limit by the school. Upon approval, students will be assigned to a designated dormitory bed and students are forbidden to switch beds without school permission unless otherwise relocated by school authorization for proper reasons
3. Students who have been assigned to a bed in dorm for the upcoming academic year can't store personal belongings before the new semester begins.
4. Dormitory rooms assigned to students for upcoming semester will be locked, and other rooms will be evacuated during summer break until they are open for checking-in (See School Calendar for exact date).
5. On-campus or off-campus clubs applying to hold events in the dormitory shall submit the documents and the application form for approval to the school.
6. Summer housing regulations are no difference than those observed during regular school semester.
7. The summer residence period begins one week after the dormitory closes at the end of the second semester and ends at the end of the summer semester. The check-in and check-out time for summer accommodation is on working days.

Chapter 7: By-Laws

Article 19 Resident Students should pay attention to all the notices and announcements issued by the School Dorm Counsel and submit the relevant information and documents accordingly within the deadlines. Resident students who have lost their personal rights as a result of delaying to respond to school notices may no longer appeal to the Dorm Counsel which treat all residents equally.

Article 20 Should there be a long break of more than four days when school is in session, the Student Life Council may close the dormitory or implement other housing safety measures depending on the number or status of the

residents at the time; e.g., grouping and/or reassigning dorm room and /or bed

Article 21 Students who are expelled from school because of drug addiction, drug abuse, theft, alcoholism, troublemaking, gambling, bullying, and similar issues will be disqualified from applying from school housing.

Article 22 The above method was discussed and approved by the board of Academic Affairs, and was announced and implemented after approval by the School President.

VI. Relevant Documents

1. CHU selection regulations for Dormitory Student Self-Governance Council staff and Dormitory Superintendent
2. An Implementing Program for Dormitory Disaster Prevention Drills
3. CHU Implementation Requirements for Student Awards and Penalties
4. CHU Dormitory Payment and Refund Policy

VII. Forms

1. Demerit Point Deduction List for Resident Students
2. CHU Campus Housing Consent Form

In case of differences between the Chinese and English versions of this document, the Chinese version shall prevail in all cases.