

chinese university

Developed by: Life Counseling Group of the Academic Affairs Office	Student Dormitory Accommodation Management Measures	File No : CA1-2-101
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These measures were formulated, signed, and announced for implementation in June 1989.

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Article 1 These regulations are formulated to guide dormitory students to achieve the goals of life education, autonomy, self-discipline, self-respect, and self-love, and to comprehensively improve the quality of dormitory accommodation through moral education and group education, so as to ensure the safety, tranquility, and tranquility of the accommodation.

Article 2 Dormitory students shall abide by these management regulations. Dormitory students include students of the school with student status and short-term team students without student status. The management of student dormitories shall be handled in accordance with these regulations, unless otherwise provided by law.

Article 3 Dormitory students should organize and establish a dormitory autonomous committee (referred to as the dormitory committee) to standardize life, promote autonomy, reflect opinions, strive for welfare and assist in the management of the dormitory. The cadres of the dormitory committee are selected according to the "Chinese University Student Dormitory Autonomous Committee Cadres" "Selection Method".

Article 4 Counseling and management of student dormitories are planned and supervised by the Office of Student Affairs, and implemented and guided by the Life Counseling Group (hereinafter referred to as the Student Counseling Group). The Student Dormitory Association assists in management, and the Military Training Office is requested to provide assistance to complete the following matters. :

1. Life guidance and management of residential students.
2. Maintain order in student dormitories.

3. Strengthen interaction and communication with students to understand their living needs; coordinate and reflect opinions to improve the accommodation environment.
4. Develop a comprehensive disaster prevention (fire prevention, earthquake prevention, etc.) safety drill and protection implementation plan for the dormitory, and handle emergencies and incidents in the dormitory.
5. Manage various public facilities (facilities) in student dormitories and compile applications for equipment repairs to maintain the quality of student accommodation.
6. Publicity and communication of laws and regulations, compilation and presentation of relevant forms.

Article 5 Student accommodation applications, bed allocation and seat filling operations will be announced and handled by the student support team in accordance with the principles of fairness, impartiality and openness. Applicants should apply for accommodation within the specified period (time will be announced separately) in accordance with the announcement method; application for accommodation for former students, submit an application and participate in the lottery according to the announced dormitory configuration and bed supply status.

1. Students of our school should complete and sign the "Chung Hwa University Student Accommodation Agreement" before applying for accommodation.

Second-year and above students and graduate students who meet the following qualifications and can comply with the relevant regulations of the school will be given priority in bed allocation. However, those who apply to withdraw from the dormitory on their own, give up their bed space, or violate the Student Dormitory Accommodation Management Regulations and other relevant regulations to meet the withdrawal standards during their stay, will lose their application qualifications.

1. Students with a disability certificate (a copy of the student's disability handbook is required).
2. Students who live in foreign (outlying) islands (those whose father or mother lives in the mainland of Taiwan are not allowed to apply) (photocopies of the front and back of their ID cards are required).
3. Overseas Chinese and foreign students living abroad (a copy of their passport is required).
4. Low-income households and low-middle-income households approved by the county and city government (a copy of the "low-income household and low-middle-income household" certificate issued by the county and city government is required, excluding the village head, etc.).
5. Injured students with limited mobility or other special circumstances with certificates (certification issued by a doctor or consulting psychologist is required).
6. Approved by the principal due to official business or project needs (a copy of the approval is required).
7. Cadres of the dormitory committee, dormitory network committee, senior counselors from each department, and students who have won awards in the Sunshine Youth Competition in the first two semesters will be given priority for accommodation.

3. Freshmen in the undergraduate department who apply in accordance with the provisions of the student (new) student handbook and can cooperate with the relevant regulations of the school are guaranteed to be eligible for accommodation.
4. Freshmen and transfer students in the first year of the institute will be processed according to the announcement of the student support team.
5. Those who meet the above conditions but fail to apply within the prescribed time shall be deemed to have given up their right to accommodation.
6. All accommodation beds will be allocated uniformly by the student support team.
7. Students who apply for a bed must pay an accommodation deposit of RMB 3,000 within the specified period (according to the announcement of the Student Affairs Office) to secure a bed.
8. Starting from the official school day (based on the school calendar), students of our school (including attached students and credit-bearing students) can register to fill vacant beds at any time during the semester.
9. Once students are approved for accommodation, they must live there for one academic year (first and next semester). During the accommodation period, unless they are approved to leave the dormitory due to graduation, suspension of study, other illnesses or aggressive mental illness, they can be withdrawn in accordance with the relevant regulations of the school. Except for the fee, no refunds will be made in other cases. If due to special circumstances, those who wish to cancel the dormitory in the next semester must apply within one week after the final exam of the current semester. Those who wish to apply for summer accommodation must register separately and pay the accommodation fee. Once paid, the fee is non-refundable.

Article 6 The accommodation fee is paid once per semester and is collected by the bank or post office; the accommodation deposit (including cleaning deposit and key deposit) is paid once when applying for the first time in each academic year; charging standards, payment methods and refunds Deduction regulations shall be handled in accordance with the announcement of the responsible unit.

Article 7 The accommodation fee must be paid before moving in (those who fail to pay the accommodation fee within four weeks of the start of the semester may be ordered to check out and pay all the expenses incurred during the accommodation period). Those who apply for an accommodation fee loan must go to the Life Counseling Group Submit the "Loan Application Form" and use the payment system information as the basis for verification.

Article 8 Moving in

1. After the bed lottery is completed in each academic year, those who win the lottery but do not live in the dormitory (including priority dormitory students) should apply for a waiver within the announcement period. Those who fail to apply within the specified period will have their accommodation qualifications for the following academic year cancelled.
2. The dormitory is open for occupancy according to the announced date. If there are special circumstances, it must be approved by the responsible officer. Residential students should

collect their keys from the dormitory administrator with the payment receipt and complete the check-in procedures.

3. After moving into the dormitory, students are responsible for the safekeeping of the public property allocated for use. When moving into the dormitory, they should immediately check whether the facilities are complete and usable. If there is any loss or damage after moving in, they should compensate according to the price. (The amount and method of compensation will be determined separately)
4. The allocated dormitories and beds may not be transferred or exchanged privately for any reason without permission. Violators will be dealt with according to relevant measures.
5. Students in the dormitory association and dormitory network association can move in in advance one week before the start of the semester to assist with matters related to the start of the semester, without any additional charge.

Article 9 Those who have not moved in by the deadline for registration will be deemed to have given up their accommodation, and the security deposit paid will not be refunded.

Article 10 Bed Adjustment

2. To adjust dormitory beds, an application must be submitted to the Residential Services Center within one week after the start of the semester, and is limited to once per semester. Those who later need to adjust their dormitory beds due to personal reasons must go to the Residential Services Center in person and pay an operating fee of RMB 200 per person each time.
3. In order to ensure a reasonable allocation of dormitory beds or when it is necessary to adjust the beds due to emergencies (in response to statutory infectious diseases, injuries and reduced mobility, etc.), the adjustment must be made with the consent of the student support team leader.

Article 11 Check-out

- 一、 During the accommodation period, if you are due to graduation, suspension of studies, other illnesses or aggressive mental illness, you may apply to withdraw from the accommodation. After approval by the Dean of Students, you may apply for a refund in accordance with the "Regulations on Payment and Refund of Accommodation Fees for Students of Chung Hwa University".
- 二、 Students who check out of the dormitory during the semester should return their keys (including key chains) to the Student Services Center. If any public property is damaged or lost, compensation will be paid according to regulations.
- 三、 The dormitory will be closed at 12 noon on the day when the dormitory is announced each semester. Residents in each dormitory should clean the dormitory, and the dormitory director will inspect it together with the "Student Dormitory Autonomous Committee Officers". Those who pass the exam will return the relevant deposit to the student's personal account. .
- 四、 Residential students must move out of the dormitory within the announcement period at the end of the semester. If they fail to move out of the dormitory within the announcement period, the Residential Services Center may work with the cadres of the Student Dormitory Association, instructors or student support team counselors to pack up their personal

belongings and collect them together. If it is placed in the storage room, it will not be responsible for its storage. Those who have not received it back for more than one week will be treated as trash, the deposit will be confiscated, the accommodation qualification for the next semester will be cancelled, and sanctions will be dealt with in accordance with relevant regulations.

- 五、If the violation of the accommodation management regulations is serious, the student may be ordered to leave the dormitory. The residential service center of the student support group shall notify the tutor (International Office, the organizer of short-term classes without student status) through an official document system and notify the student in writing. The tutor (The International Office and the organizer of short-term classes without student status) should notify parents or guardians.
- 六、Dormitory students should move out of the dormitory immediately after completing the check-out procedures. If they are still staying in the dormitory, they will be dealt with in accordance with relevant regulations.
- 七、Students staying in dormitories throughout the academic year (including winter and summer vacations) who do not continue to stay in the next semester should check out within the specified period. During the summer vacation, they should check out in conjunction with the summer semester check-out time.

Article 12 Penalties for violations

1. Overnight guests or those who violate the rules of entering the opposite-sex dormitory or bring members of the opposite sex into the bathroom to bathe will be fined NT\$3,000 each.
2. If a bed is given away or a bed is substituted, both parties will be fined three times the dormitory fee.
3. Those who stay overnight without the right to stay will be fined 10 times the announced daily amount based on the number of days of stay, but the total fine will not exceed twice the current accommodation fee.
4. If you borrow a temporary contactless IC card, lose or damage it for any reason and fail to return it on time for compensation, you will be fined NT\$200. Non-regular students are required to pay a deposit of NT\$500 (including key and IC card), which will be refunded when leaving school.
5. Dormitory air-conditioning related equipment that is damaged due to improper use or human damage will be compensated according to the repair cost.
6. If you commit theft in the dormitory, your right to apply for a dormitory and your accommodation qualification at school will be cancelled.
7. Anyone who uses dormitory-related resources (facilities) for profit may be fined not more than NT\$10,000 depending on the seriousness of the case.
8. Anyone who cooks food in the dormitory will be fined NT\$3,000.
9. Anyone who intentionally or negligently causes injury to others or damage to dormitory buildings or property shall bear public danger liability and damage compensation liability.
10. Those who complete the move-out procedures overdue will be fined NT\$1,000 per bed per day for each overdue day; those who fail to return the keys after the expiration date will be fined NT\$500; those who fail to clean and restore the dormitory or leave personal waste behind will be fined NT\$1,000 per day for cleaning. NT\$1,000 per person.
11. Anyone who smokes (including e-cigarettes) illegally in the dormitory will be ordered to check out and move out of the dormitory within one week. The accommodation fee and security deposit will not be refunded.

Penalties for the above violations (except for items 4, 5, 8, and 10) may result in the cancellation of the right to apply for dormitories and accommodation qualifications at the school depending on the severity of the case, and the dormitory fee paid will not be refunded. If a student refuses to pay fines or liquidated damages, he or she will be punished in accordance with the school's regulations on student rewards and punishments.

Article 13 Safety control regulations

1. Relatives, friends, classmates, and foreign guests are not allowed to stay overnight.
2. In order to maintain the safety of the dormitory, male and female students entering and leaving the opposite-sex dormitory must obtain approval from the Residential Services Center (holiday duty instructor) and wear identification vests in accordance with regulations before entering. However, they are not allowed to enter or stay from 17:00 every day to 8:00 the next day. Heterosexual dormitory. Those who violate the above provisions shall be punished in accordance with the provisions of Article 12, Paragraph 1, Paragraph 1 of these Measures. The opening hours and regulations for dormitory relocation will be announced separately.
3. Contraband and flammable items (such as alcohol, fireworks, firecrackers, gasoline, mahjong, mahjong tables, etc.) are not allowed to be stored in the dormitory.
4. It is not allowed to cook or eat in the dormitory.
5. In addition to electric knives, hair dryers, desk lamps, computers, electric fans, and routers, other electrical appliances (such as refrigerators, toasters, induction cookers, electric pots, electric hot pots and other high-amp appliances) must be reviewed by the Housing Services Center. It can only be used after passing through, and non-110V electrical appliances must not be connected to a transformer for use.
6. Animals are not allowed to be raised or fed in the dormitory.
7. The dormitory should be kept quiet and no noise, quarrels or fights should be allowed.
8. Gambling, smoking, drinking, drug abuse or other behaviors that are against good customs are strictly prohibited in the dormitory.
9. Dormitories and beds are not allowed to be moved without authorization.
10. When leaving the dormitory, you should turn off the power and lock the doors and windows; there should be no noise or movement that may disturb others.
11. Political, religious, social and commercial activities are not allowed in the dormitory, so as not to disturb the living order of others or affect the tranquility of the dormitory.
12. When an emergency major safety incident occurs (such as theft, fire, earthquake), members of the Residential Service Center, dormitory counselors and cadres of the student dormitory association may cooperate with members of the school security or environmental safety team to enter the dormitory to inspect or handle (on-site need to be kept intact) and call the police if necessary.

Article 14 Regulations on access control, reception of guests and sleeping outside

1. Access control implementation methods

- (1) The male and female dormitory system is controlled, and the entrance and exit of the dormitory students of the school is restricted. The door should be closed properly when entering and exiting. It is strictly forbidden to open the door privately. Violators will be punished according

to these regulations, and parents may be notified depending on the severity of the case.

(2) School dormitory management personnel may enter the dormitory to perform maintenance and inspection when necessary for management and safety reasons.

2. Regulations on receiving guests

(1) Parents or guests should register first, and the visiting time is limited to 60 minutes.

(2) Parents and foreign guests are not allowed to enter the dormitory after 9pm.

(3) Members of the opposite sex (including visitors) are only allowed to enter the dormitory for urgent and necessary maintenance assistance, etc.

(4) Opposite sex (including visitors) must register with the administrator before entering the dormitory and must wear a foreign guest vest.

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

(6) Visitors should meet in the social hall and are not allowed to enter the dormitory.

(7) Conversations with guests must not affect the tranquility of the dormitory.

3. Rules for sleeping out: If you plan to sleep out for any reason, you should inform your roommates, classmates or dormitory staff in advance to help you understand the trend of sleeping out.

Article 15 Dormitory students have the responsibility to jointly maintain the tranquility of the dormitory, the cleanliness of the environment and the clearance of the corridors. Any advertisements and literature are not allowed to be posted on the windows and bathrooms inside and outside the dormitory. Private debris is not allowed to be placed in the public space of the dormitory (areas other than personal dormitories). Private debris piled in the public space will be posted by the dormitory management staff for 5 working days. If it is not dealt with, the management staff will take pictures, record and record them. Pack and store the items, but the Residential Services Center is not responsible for the storage and will be announced on the website of the Child Support Group. If not claimed for one month, it will be treated as waste.

Article 16 Maintenance and use of dormitory public property

1. Dormitory students should take good care of the dormitory equipment and are not allowed to move or replace it without authorization. If there is any damage, they should be responsible for compensation.

2. If anyone damages the public property of the dormitory intentionally or negligently, the dormitory management staff shall sign a report to the school to order compensation within a time limit and discuss the punishment in accordance with relevant regulations. If compensation is not made within the time limit, the student may be ordered to leave the dormitory.

3. Each person is limited to borrowing keys three times per semester, and each time shall not exceed 30 minutes.

Article 17 Assessment, Rewards and Punishments

1. In order to maintain the order, safety, tranquility and hygiene of the dormitory, those who perform well will be rewarded, and those who violate the rules will be deducted points or given labor services or dealt with in accordance with the school's student reward and punishment regulations, and will be used as a reference for the review of accommodation applications.

2. In order to encourage students to actively maintain the safety, order and clean environment of the dormitory, and actively participate in public services in the dormitory, those who have the

following circumstances will be rewarded at the discretion of the residence service center, student support team counselors or instructors. .

- (1) Those who have made concrete contributions to proactively maintaining dormitory order and public safety.
- (2) Those who have specific facts about proactively maintaining the cleanliness and beautification of the dormitory environment.
- (3) There are specific facts about proactively preventing illegal incidents from occurring.
- (4) Those who take the initiative to handle student dormitory activities and participate in dormitory public affairs.
- (5) Other persons who have contributed specific facts to the dormitory.

Students who have the highest award status in that academic year and have no record of violating school rules will be given priority in dormitory allocation in the next academic year after being reviewed and approved by the Student Affairs Committee and submitted to the Dean of Students for approval.

3. If students living on campus violate the dormitory rules, in addition to deducting points according to the severity of the case, they may be dealt with separately in accordance with the regulations on student rewards and punishments of the school.
4. Dormitory management staff, cadres of the student dormitory association, counselors, and tutors may inspect the dormitory regularly or irregularly. If any violations are found, they may sign a written report to the life guidance team for recording. Repeat offenders may be cited for consecutive offenses. Punishment.
5. Deduction points for violations during the accommodation period shall be handled in accordance with "Appendix 1: Table of Deduction Points for Violations in the Student Dormitory of Chung Hua University". Those with deduction points reaching ten points (inclusive) shall be ordered to leave the dormitory, and the deduction points will be recalculated at the beginning of the new academic year.
6. Those who repeatedly violate major dormitory items during their stay (the deduction points for this item reach 5 points) will be punished by being ordered to leave the dormitory as a repeat offender.
7. Those who violate accommodation regulations and are punished with a warning or above during their stay will be disqualified from applying for accommodation in the next one year; those who are punished with a minor violation or above will be disqualified from applying for accommodation in the next two years; those who are punished with a major demerit or above will be disqualified from applying for accommodation in the next two years; Those who are ordered to vacate the dormitory must move out of the dormitory within one week. If the housing service is completed within the specified period, the punishment will be canceled and the school dormitory application qualification will be restored.

Article 18 Regulations related to summer accommodation

1. Application for summer accommodation should be completed one week before the end of the second semester.

2. Those who need accommodation during the summer vacation should apply to the student support department within the time limit announced by the school. After approval, you will be accommodated in the designated dormitory and abide by all dormitory regulations. In case of repair or other needs, it should be moved to the designated location.
 3. Those who have been assigned a bed in the new school year are not allowed to store their belongings in the new bed or in the residence service center before moving into the dormitory for the new semester.
 4. During the summer vacation, dormitories that have been allocated beds for the new school year will be locked until the dormitory opens (see the school calendar for the opening date) and cannot be opened or entered at will. All other dormitories will be kept empty.
 5. The use of school dormitories for on-campus and off-campus club activities must be submitted with official documents or signatures and must be approved by the school.
6. All regulations for summer accommodation are the same as during the semester.
7. In order to organize the dormitory environment and equipment maintenance, the summer accommodation period is from one week after the dormitory closing date at the end of the second semester to two weeks before the start of the semester. Two weeks before the start of the semester, students who have accommodation beds for the next semester can apply to move into the new dormitory in advance. The fees for early move-in are the same as for summer accommodation. The check-in and check-out times must be done on working days.
- Article 19 Students should pay attention to the relevant dormitory schedules and announcements on their own, and submit relevant information and documents within the deadline. Those who have lost their personal rights due to overdue application shall not apply on a case-by-case basis, which will affect the rights of others.
- Article 20 If there is a long vacation of more than four days during the semester, the student support team may implement dormitory closure or take other accommodation safety measures (such as adjusting dormitories for centralized accommodation) based on the status of the residents.
- Article 21 Anyone who is expelled from the dormitory due to illegal behaviors such as drug abuse, drug abuse, theft, alcoholism, causing trouble, gambling, bullying classmates, etc. will be disqualified from the dormitory during the school period.
- Article 22: These regulations have been discussed and approved by the academic affairs meeting, and will be announced and implemented after approval by President Chen. The same applies to amendments.

Annex I

Deduction Points Table for Violations in the Student Dormitory of Chung Hua University

serial number	Irregularities	Points deducted	Remark
1-1	Borrowing keys or swiping the card more than three times or for more than 30 minutes.	1	
1-2	If a foreign guest fails to wear a vest as required or is late to meet guests, points will be deducted for both the foreign guest (a resident student) and the interviewee.	1	
1-3	Nail, paint and stick unapproved items on dormitory door panels and internal and external walls.	1	
1-4	Did not turn off the power when leaving the dormitory.	1	
1-5	Those who violate the regulations on the use of public facilities or spaces.	1	
1-6	Place personal belongings, garbage, and clothes to dry outside the dormitory or in public areas of the dormitory.	1	
1-7	Those who litter randomly.	1	
2-1	Use public areas to destroy cleanliness or take items (such as tables and chairs in the saloon, etc.) out without permission.	2	
2-2	Those who disturb the peace in the dormitory by making noises, quarreling or making noise.	2	
2-3	Those who place personal belongings (such as shoes, umbrellas, garbage, potted plants, etc.) arbitrarily in public areas (such as corridors and in front of dormitory doors), hindering access and escape.	2	
2-4	Entering other people's dormitories without permission.	2	
2-5	Wearing too revealing clothing in public places in the dormitory and disturbing others.	2	
2-6	Refrigerator is not used as specified. (Usage regulations shall be determined and announced by the dormitory association).	2	
3-1	Those who keep or feed animals in dormitories (including courtyards)	3	

serial number	Irregularities	Points deducted	Remark
3-2	Turning over other people's belongings without the consent of the person concerned.	3	
3-3	Those who violate regulations and refuse to listen to repeated advice (including twice).	3	
3-4	Two people sleeping in the same bed have an affair.	3	
3-5	Those who violate dormitory electricity regulations and do not cause disasters.	3	
4-1	Destroy dormitory facilities.	4	
4-2	Key to the dormitory privately.	4	
4-3	Those who deliberately disrupt the order of the dormitory.	4	
4-4	Those who change dormitory beds without permission from the dormitory administrator	4	
5-1	Those who engage in political, religious, social and commercial activities in the dormitory.	5	
5-2	Placing cooking utensils and storing prohibited and flammable items in the dormitory does not cause disaster.	5	
5-3	Those who change dormitories or beds without permission.	5	
5-4	Drinking alcohol or placing alcoholic beverages in the dormitory.	5	
5-5	Those who peek into other people's privacy.	5	
5-6	Deliberately triggering sirens or mobilizing surveillance cameras.	5	
5-7	Playing mahjong in the dormitory and other similar activities that do not involve gambling.	5	
5-8	Those who refuse, are impolite, disobey, or have a bad attitude when conducting counseling visits by teachers, dormitory administrators, counselors, and dormitory self-governing cadres.	5	

serial number	Irregularities	Points deducted	Remark
5-9	There are cigarette butts or obvious smell of smoke in the dormitory (smokers will be dealt with according to the key points of the school's campus smoke prevention control; if no one admits to smoking, points will be deducted for the same dormitory. Point deduction records will not be cancelled).	5	
7-1	Those who use the dormitory network to violate intellectual property copyrights and are found to be true.	7	
7-2	Except for emergency evacuation (including drills), those who open the dormitory escape door for no reason and trigger the alarm.	7	
10-1	Those who engage in criminal activities such as gambling, theft, drug abuse, and drug trafficking in the dormitory.	10	
10-2	A dormitory fire caused by personal intention or negligence (civic and criminal departments will refer the case to justice).	10	
10-3	Those who bully classmates in serious cases or have fights in the dormitory.	10	
10-4	Those who engage in drunkenness or cause serious disturbances in the dormitory.	10	
10-5	Those who intentionally or negligently damage dormitory public property, fail to compensate for the overdue compensation and show no regrets.	10	
10-6	Those who bring dangerous or contraband items into the dormitory and a disaster occurs.	10	
10-7	Those who have harmed public health and public safety.	10	
10-8	Those who smoke (including electronic cigarettes) or discard cigarette butts at will in the dormitory area (smokers shall be dealt with according to the key points of the school's campus tobacco hazard prevention implementation, and the point deduction record shall not be cancelled).		Check out immediately upon discovery
10-9	Those who do not obey the management of teachers, dormitory managers, counselors and dormitory self-governing cadres in accordance with the school's student dormitory accommodation management regulations, involving intimidation, violence, and arrogant attitudes.	10	

illustrate:

1. If the deduction points for violation reaches 8 points, the guidance instructors, tutors, and parents will be notified and the guidance will be strengthened together.

serial number	Irregularities	Points deducted	Remark
	<p>2. Any violation that deducts 10 points (inclusive) will result in the guest being ordered to leave the hotel, and the security deposit will not be refunded.</p> <p>3. If you violate major dormitory items (the deduction points reach 5 points) during the period of study and accommodation, the deduction record will be cancelled, even if you have completed the dormitory service. If you violate it again, you will be punished with a penalty of 1/2 points deduction or in accordance with the regulations on student rewards and punishments of the school. .</p> <p>4. Violations: 10 points for serious violations; 5-7 points for minor violations; 2-4 points for minor violations.</p> <p>5. Public spaces in the dormitory (such as the social hall) must be cleaned and neatly furnished after use. Points will be deducted according to regulations for violations, and if the violation occurs three times, the right to use the public space will be revoked.</p> <p>6. Prohibited items should be collected within the deadline announced in each semester. Those who fail to collect them within the time limit will be treated as waste and a cleaning fee of NT\$1,000 will be imposed. Residents are not allowed to object or demand any compensation.</p>		

Annex II

Chung Hwa University Student Accommodation Agreement

[This consent form relates to personal rights and interests, please read it carefully]

student name		student ID		biological sex	<input type="checkbox"/> male <input type="checkbox"/> female	department level	
cell phone		Residence address					
Parent or guardian name		Parent or guardian phone number		relation			

1. In order to ensure the safety and tranquility of student dormitory accommodation and to guide students to develop good living habits and self-management, the University has formulated the "Chung Hwa University Student Dormitory Accommodation Management Regulations" and this consent form.
2. When applying for accommodation, I agree to abide by the "Regulations on Accommodation Management of Student Dormitories of Chung Hua University" and related regulations.

Termination of three consent forms

- (1) Failure to apply for a dormitory bed.
- (2) The applicant's application for check-out during the stay must be approved, the relevant check-out procedures must be completed, and the student must move out of the dormitory within the time limit.
- (3) Live in the dormitory for one academic year (excluding winter and summer vacations) and move out of the dormitory within the announcement period.
4. In the event of major infectious diseases, students must cooperate with the school in relocating the students and shall not object or demand any compensation.
5. In order to ensure reasonable and full use of dormitory beds, the school may adjust dormitories and beds according to actual conditions.
6. Students who apply for a bed must pay an accommodation deposit of RMB 3,000 within the specified period (according to the announcement of the Student Affairs Office) to secure a bed.
7. The accommodation period is one academic year. During the accommodation period, except for approved withdrawal due to graduation, suspension of study, other illnesses or aggressive mental illness, students can apply for a refund in accordance with the "Chinese University Student Accommodation Fee Payment and Refund Method". There are no refunds in this case.
8. After staying for one academic year (excluding winter and summer vacations), if the dormitory is inspected and found to be undamaged, the environment is clean, and the dormitory keys are returned intact, the deposit will be refunded without interest. For students who have not lived for one academic year, the deposit will not be refunded.

9 Penalties for violations

Overnight guests or those who violate the rules of entering the opposite-sex dormitory or bring members of the opposite sex into the bathroom to bathe will be fined NT\$3,000 each.

- (一) If a bed is transferred or a bed is substituted, both parties will be fined three times the dormitory fee.
- (二) Anyone who stays overnight without the right to stay will be fined 10 times the announced daily amount based on the number of days of stay, but the total fine will not exceed twice the current accommodation fee.
- (三) If you borrow a temporary contactless IC card, lose or damage it for any reason and fail to return it on time for compensation, you will be fined NT\$200. Non-regular students are required to pay a deposit of NT\$500 (including key and IC card), which will be refunded when

leaving school.

- (四) If dormitory air-conditioning related equipment is damaged due to improper use or human damage, compensation will be based on the repair cost.
- (五) If you commit theft in the dormitory, your right to apply for dormitories and your qualifications for accommodation will be revoked. Anyone who uses dormitory-related resources (facilities) for profit may be fined not more than NT\$10,000 depending on the seriousness of the case.
- (六) Anyone who cooks food in the dormitory will be fined NT\$3,000.
- (七) Anyone who intentionally or negligently causes injury to others or damage to dormitory buildings or property shall be liable for public danger and compensation for damages.
- (八) If the move-out procedure is overdue, a cumulative fine of NT\$1,000 per bed will be imposed for each day overdue; if the key is not returned overdue, a fine of NT\$500 will be imposed; if the dormitory is not cleaned and restored or personal waste is left behind, a cleaning fee will be imposed NT\$1,000 per person.
- (九) Anyone who smokes (including e-cigarettes) illegally in the dormitory will be ordered to leave the dormitory and move out of the dormitory within one week. The accommodation fee and security deposit will not be refunded.

Penalties for the above violations (except for items 4, 5, 8, and 10) may result in the cancellation of the right to apply for dormitories and accommodation qualifications at the school depending on the severity of the case, and the dormitory fee paid will not be refunded. If the student refuses to pay the fine, he or she will be punished in accordance with the school's regulations on student rewards and punishments.

- 10. When moving out of the dormitory at the end of the accommodation period, the dormitory must be cleaned and restored to its original condition in accordance with regulations. If personal belongings are not removed and prohibited items are not collected on time, they will be deemed as waste and will be disposed of by the school. Dormitory students are not allowed to object or demand any compensation. If the original equipment of the dormitory is damaged or lost, compensation shall be made according to the provisions of the property inventory value table.
- 11. In order to ensure the safety of accommodation and help students develop a normal routine, dormitory students need to swipe their card sensors to enter the dormitory. The dormitory will be disconnected from 01:00-05:00 in the morning.
- 12. Relatives and friends visiting should register with their ID cards. Visitors must leave the dormitory before 9 p.m.
- 13. In order to improve the awareness of disaster prevention among dormitory students, students should participate in various disaster prevention drills in the dormitory during their stay.
- 14. Safety control regulations
 - (1) Relatives, friends, classmates, and foreign guests are not allowed to stay overnight.
 - (2) In order to maintain the safety of the dormitory, male and female students entering and exiting the opposite-sex dormitory must obtain approval from the Residential Service Center (holiday duty instructor) and wear identification vests in accordance with regulations before entering. However, they are not allowed to enter or exit from 17:00 every day to 8:00 the next day. Stay in opposite-sex dormitories. Anyone who violates the above provisions shall be punished in accordance with the provisions of Point 9, Paragraph 1, Paragraph 1 of this Agreement. The opening hours and regulations for dormitory relocation will be announced separately.
 - (3) Contraband and flammable items (such as alcohol, fireworks, firecrackers, gasoline, mahjong, mahjong tables, etc.) are not allowed to be stored in the dormitory.
 - (4) Cooking and meals are not allowed in the dormitory.
 - (5) In addition to electric razors, hair dryers, desk lamps, computers, electric fans, and routers, other electrical appliances (such as refrigerators, toasters, induction cookers, electric pots, electric instant pots and other high-amp appliances) should be reviewed by the Housing Service Center. It can be used only after the application is approved, and non-110V electrical appliances cannot be used with a transformer.

- (6) Animals are not allowed to be kept or fed in the dormitory.
- (7) The dormitory should be kept quiet and no noise, quarrels or fights should be allowed.
- (8) Gambling, smoking, drinking, drug abuse or other behaviors that are against good customs are strictly prohibited in the dormitory.
- (9) Dormitories and beds must not be changed without authorization.
- (10) When leaving the dormitory, the power should be turned off and the doors and windows should be locked; no noise or movement should be made that would disturb others.
- (11) Political and religious activities are not allowed in the dormitory, so as not to disturb the living order of others or affect the tranquility of the dormitory.
- (12) When an emergency major safety incident occurs (such as theft, fire, earthquake), members of the Residential Service Center, dormitory counselors and cadres of the student dormitory association may cooperate with members of the school security or environmental safety team to enter the dormitory for inspection or handling (The scene must be kept intact), and the police must be called when necessary.

15. If there are any serious violations, in addition to notifying the parents and class tutors, the students' parents and class tutors will be notified, and the punishment will be discussed and punished in accordance with the school's student rewards and punishment regulations.

16. Anyone who violates the accommodation management regulations and is deducted 10 points at a time or a total of 10 points will be ordered to leave the accommodation and the accommodation deposit will not be refunded.

17. When checking in, you will receive the dormitory key with the accommodation fee and security deposit payment receipt.

18. If there are any matters not covered in this consent form, they shall be handled in accordance with the "Regulations on the Management of Student Dormitory Accommodation of Chung Hwa University" and relevant regulations.

In order to collect basic personal information for student accommodation consent and life agreement, our school will inform you of the following matters in accordance with Article 8 of the Personal Data Protection Act:

- 1. Purpose of collection: To process boarding students' move into dormitories and to read and understand accommodation-related regulations.
- 2. Period, object and area of use of personal data: Our school will make necessary business contacts in the school administration area; the period of use will be until your graduation.
- 3. How to use personal information: The school uses your information for various contact and accommodation management.
- 4. For questions about student dormitory accommodation, please contact the Accommodation Service Center of the Academic Affairs Office of our school (tel: 03-5186166-68).

I have read and accepted the above consent form

Signature of the parties concerned _____ (please sign personally)

Year moon day

CA1-4-004-B