

## Chung Hua University

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**Article 1** These regulations are established to guide dormitory residents in achieving the goals of life education, self-governance, self-discipline, self-respect, and self-care, in order to comprehensively improve dormitory living quality through moral and social education, and to ensure safety, peace, and tranquility in the residence.

**Article 2** Dormitory residents must comply with these management regulations. Dormitory residents include enrolled students of this institution and non-enrolled students in short-term programs. The management of student dormitories shall be conducted in accordance with these regulations, except where otherwise stipulated by law.

**Article 3** Dormitory residents shall organize and establish a Dormitory Self-Governance Committee (abbreviated as "Dormitory Committee") to regulate living standards, implement self-governance, reflect opinions, advocate for welfare, and assist in dormitory management. The selection of Dormitory Committee officers shall be conducted in accordance with the "Chung

## Hua University Student Dormitory Self-Governance Committee Officer Selection Regulations."

**Article 4** The guidance and management of student dormitories shall be planned and supervised by the Office of Student Affairs, implemented and directed by the Student Life Guidance Division (hereinafter referred to as the "Guidance Division"), with assistance from the Student Dormitory Self-Governance Committee in management, and support from the Military Training Office to accomplish the following matters:

1. Life guidance and management of dormitory residents.
2. Maintenance of order in student dormitories.
3. Enhancement of interaction and communication with students to understand their living needs; coordination and reflection of opinions to improve the residential environment.
4. Formulation of comprehensive disaster prevention (fire, earthquake, etc.) safety drill implementation plans for dormitories, and handling of emergency and incidental events in dormitories.
5. Management of public equipment (facilities) in student dormitories and compilation of applications for equipment repairs to maintain the quality of student accommodation.
6. Promotion and communication of regulations, and compilation and reporting of relevant forms.

**Article 5** Student dormitory applications, bed assignments, and vacancy fillings shall be announced and handled by the Student Life Guidance Division according to principles of fairness, justice, and transparency. Applicants must apply for accommodation within the specified period (timing to be announced separately) according to the announced procedures. Returning students shall apply for accommodation and participate in a drawing based on the announced dormitory configuration and bed availability.

1. Students must first complete and sign the "Chung Hua University Student Accommodation Agreement" before applying for dormitory accommodation.
2. Sophomore students and above, as well as graduate students who meet the following qualifications and can comply with the relevant regulations of the university, may be given priority in bed assignment. However, those who voluntarily withdraw from dormitories, give up their beds, or violate the Student Dormitory Management Regulations during their stay to the extent of meeting withdrawal standards shall lose their eligibility to apply.
  - (1). Students with disability certificates (must submit a photocopy of the student's disability

- handbook).
- (2). Students residing in outer islands (students with either parent residing on Taiwan's main island are not eligible), (must submit photocopies of both sides of their ID card).
  - (3). Overseas Chinese students or foreign students residing abroad (must submit a photocopy of their passport).
  - (4). Low-income or middle-low-income households as certified by county or city governments (must submit a photocopy of the "low-income household or middle-low-income household" certificate issued by county or city governments, not including village or neighborhood chiefs).
  - (5). Students with injuries affecting mobility or other special circumstances with supporting evidence (must submit certification from a doctor or counseling psychologist).
  - (6). Those with official or special project needs approved by the university president (must submit a photocopy of the approval).
  - (7). Dormitory Self-Governance Committee members, Dormitory Network Committee members, departmental guidance seniors, and students who won priority accommodation through the Sunshine Youth Competition in the previous two semesters.
3. First-year undergraduate students may apply according to the regulations in the student (new student) handbook and are guaranteed accommodation eligibility if they comply with the relevant university regulations.
  4. First-year graduate students and transfer students shall follow the announcements made by the Student Life Guidance Division.
  5. Those who meet the above conditions but fail to apply within the specified time shall be deemed to have waived their right to accommodation.
  6. All dormitory beds shall be assigned uniformly by the Student Life Guidance Division.
  7. Students who have been assigned beds must pay a housing deposit of NT\$3,000 within the specified period (as announced by the Student Life Guidance Division) to retain their bed.
  8. Starting from the official first day of classes (based on the school calendar), university students (including auditing students and credit course students) may register at any time during the semester to fill vacant beds.
  9. Once a student's accommodation is approved, they must stay for a full academic year (both fall and spring semesters). During the accommodation period, except for graduation,

suspension of studies, other illnesses, or aggressive mental disorders that are approved for withdrawal from the dormitory, in which case refunds will be processed according to relevant university regulations, no refunds will be given in other circumstances. If a student wishes to withdraw from the dormitory for the spring semester due to special circumstances, they must apply within one week after the final exams of the current semester. Those wishing to apply for summer accommodation must apply separately and pay the accommodation fee, which is non-refundable once paid.

#### **Article 6 Dormitory Fee and Dormitory Deposit Payment and Refund Regulations**

1. Dormitory fees shall be paid once per semester, collected by banks or post offices. The dormitory deposit (including cleaning deposit and key deposit) shall be paid once when applying for the first time each academic year. The fee standards, payment methods, and refund regulations shall be handled according to announcements by the responsible units.
2. Dormitory fees should be paid before move-in is permitted (students who fail to pay dormitory fees within four weeks after the start of the semester may be ordered to withdraw from the dormitory and must pay all costs incurred during their stay). Students may apply to the Housing Service Center for delayed payment of dormitory fees due to special circumstances, which may be approved upon application.
3. Students who move into the dormitory without paying dormitory fees and ignore payment notices shall vacate the dormitory within one week from the date of notification and shall be required to pay the dormitory fees owed and be subject to disciplinary action as prescribed.

#### **Article 7 Moving In**

1. After the bed assignment drawing is completed each academic year, those who win the drawing but do not wish to live in the dormitory (including priority residents) must process a waiver within the announced period. Those who fail to do so within the specified period will have their dormitory eligibility for the following academic year canceled.
2. The dormitory will be open for move-in according to the announced date. Special circumstances require approval from the responsible official. Resident students shall obtain keys from the dormitory manager by presenting their payment receipts to complete the move-in procedure. Those applying for dormitory fee loans must present loan certification, with the payment system data serving as the verification basis.
3. After moving into the dormitory, students are responsible for the care of assigned public property. Upon

moving in, students should immediately inspect and check if facilities are complete and usable. After moving in, if any items are lost or damaged, compensation at full price will be required. (The compensation amounts and procedures will be issued separately.)

4. Assigned rooms and beds must not be privately transferred or exchanged for any reason without permission. Violators will be handled according to relevant regulations.
5. Dormitory Self-Governance Committee and Dormitory Network Committee members may move in one week before the start of the semester to assist with move-in related matters, at no additional charge.

**Article 8** Students who have not completed the move-in procedure by the end of registration will be deemed to have waived their accommodation, and their deposit will not be refunded.

#### **Article 9 Bed Adjustment**

1. Applications for dormitory bed adjustments should be submitted to the Housing Service Center within one week after the start of the semester and are limited to once per semester. Thereafter, students who wish to adjust their dormitory beds due to personal reasons must personally process this at the Housing Service Center and pay a processing fee of NT\$200 per person per time.
2. To ensure reasonable allocation of room beds or in case of emergency events (such as responding to statutory infectious diseases, injuries affecting mobility, etc.), bed adjustments may be implemented with the approval of the head of the Student Life Guidance Division.

#### **Article 10 Withdrawal from Dormitory**

1. During the residence period, students may apply for withdrawal from the dormitory due to graduation, suspension of studies, other illnesses, or aggressive mental disorders. After approval by the Dean of Student Affairs, they may apply for a refund according to the "Chung Hua University Student Dormitory Fee Payment and Refund Regulations."
2. Students withdrawing from the dormitory during the semester should return their keys (including key chains) to the Housing Service Center of the Student Life Guidance Division. Those who damage or lose public property shall compensate according to regulations.
3. The dormitory will be closed at 12 noon on the announced closing day each semester. Resident students should clean their rooms and have them inspected together with the "Student Dormitory Self-Governance Committee officers." Those who pass inspection will have their relevant deposits refunded to their personal accounts.

4. Resident students must vacate the dormitory within the announced period at the end of the semester. For those who fail to vacate within the announced period, the Housing Service Center may, together with Student Dormitory Self-Governance Committee officers, military instructors, or guidance personnel from the Student Life Guidance Division, pack their personal belongings and place them in the storage room without assuming responsibility for safekeeping. Items not claimed within one week will be treated as waste, the deposit will be forfeited, the next semester's dormitory eligibility will be canceled, and disciplinary action will be taken according to relevant regulations.
5. Those who seriously violate the dormitory management regulations may be ordered to withdraw from the dormitory. The Housing Service Center of the Student Life Guidance Division shall notify the student's advisor (International Affairs Office or the unit in charge of short-term programs for non-enrolled students) via the document system and notify the student in writing. The advisor (International Affairs Office or the unit in charge of short-term programs for non-enrolled students) shall notify the parents or guardians.
6. After completing the withdrawal procedures, dormitory students should immediately vacate the dormitory. Those who linger in the dormitory will be subject to disciplinary action according to relevant regulations.
7. Full academic year residents (including winter and summer vacations) who do not wish to continue living in the dormitory for the next semester should process their withdrawal within the specified period, and coordinate with summer course withdrawal times for summer vacation withdrawal.

#### **Article 11: Penalties for Violations**

1. Hosting overnight guests, entering dormitories of the opposite sex, or bringing someone of the opposite sex into the shower facilities: a fine of NT\$3,000 for each violator.
2. Transferring or substituting bed spaces: both parties will be fined three times the dormitory fee.
3. Unauthorized overnight stays without dormitory privileges: offenders will be charged 10 times the daily rate per day stayed, with the total fine not exceeding twice the current period's accommodation fee.
4. Lost or damaged temporary IC access cards that are not returned and compensated for in time: a fine of NT\$200. Non-regular students must pay a NT\$500 deposit (covering keys and IC cards), which will be refunded upon leaving school.
5. Dormitory air conditioning equipment damaged due to improper use or intentional damage: compensation will be charged according to the actual repair costs.
6. Theft in dormitories: cancellation of dormitory application rights and residency qualifications.

7. Using dormitory resources (facilities) for profit: depending on severity, fines up to NT\$10,000 may be imposed.
8. Cooking food inside bedrooms: a fine of NT\$3,000.
9. Intentional or negligent actions causing injury to others or damage to dormitory buildings or property: the offender shall be liable for public safety and compensation for damages.
10. Late completion of move-out procedures: a cumulative fine of NT\$1,000 per bed per day; failure to return keys on time: a fine of NT\$500; failure to restore room cleanliness or abandoning personal waste: a cleaning fee of NT\$1,000 per person.
11. Smoking (including e-cigarettes) in dormitories: mandatory eviction with requirement to move out within one week, with no refund of accommodation fees or deposits. If eviction cannot be enforced due to special circumstances, subject to approval, a fine of NT\$3,000 and 4 hours of dormitory service will be imposed. Repeat offenders will receive double the fine and service hours of their previous offense.
12. Improper disposal of garbage or kitchen waste in dormitories: a fine of NT\$1,000 and 2 hours of dormitory service.

For the above violations (except items 4, 5, 8, 10), depending on severity, dormitory application rights and residency qualifications may be canceled without refund of dormitory fees already paid. Those who refuse to pay fines or penalties will be subject to disciplinary action according to the school's student reward and punishment regulations.

## **Article 12: Safety and Control Regulations**

1. Overnight stays by relatives, friends, classmates, or outside guests are not permitted.
2. To maintain dormitory security, students entering dormitories of the opposite sex must obtain approval from the Housing Service Center (or the duty military instructor on holidays), and wear identification vests according to regulations before entering. However, entry or lingering in dormitories of the opposite sex is strictly prohibited from 5:00 PM to 8:00 AM the next day. Violations of the above regulations will be penalized according to Article 12, Paragraph 1. The opening hours and regulations during dormitory relocation will be announced separately.
3. Prohibited items and flammable materials (such as alcohol, fireworks, firecrackers, gasoline, mahjong tiles, mahjong tables, etc.) must not be stored in the dormitory.
4. Cooking is not allowed in the dormitory.
5. Except for electric razors, hair dryers, desk lamps, computers, electric fans, and routers, other electrical appliances (such as refrigerators, toasters, induction cookers, electric pots, electric quick heating pots,

and other high-amperage electrical appliances) may only be used after approval by the Housing Service Center. Non-110V electrical appliances must not be used with voltage converters.

6. Keeping or feeding animals in the dormitory is prohibited.
7. The dormitory should be kept quiet; shouting, arguing, and fighting are prohibited.
8. Gambling, smoking, drinking, drug use, selling (possessing) drugs, or other behaviors contrary to good morals are strictly prohibited in the dormitory.
9. When leaving the room, power should be turned off and doors and windows should be locked; noises and actions that disturb others are not allowed.
10. Political, religious, club, and commercial activities are not permitted in the dormitory to avoid disrupting the living order of others or affecting the peace of the dormitory.
11. In case of emergency or major security incidents (such as theft, fire, earthquake), Housing Service Center members, dormitory counselors, and Student Dormitory Self-Governance Committee officers may enter rooms for inspection or handling (the scene must be kept intact) in cooperation with campus security or environmental safety members. If necessary, the police may be called.

### **Article 13 Door Access Control, Visitors, and Overnight Leave Regulations**

#### **1. Door Access Control Implementation**

- (1) Male and female dormitories implement system control, limiting entry and exit to residents of that building (floor). When entering and exiting, doors should be properly closed, and it is strictly prohibited to leave doors open. Violators will be penalized according to these regulations, and parents may be notified depending on the severity.
- (2) School dormitory management personnel may enter rooms for maintenance and inspection when necessary for management and security purposes.

#### **2. Visitor Regulations**

- (1) Parents or visitors should register first, and visiting time is limited to 60 minutes.
- (2) Parents and external visitors are prohibited from entering the dormitory after 9 PM.
- (3) Entry of individuals of the opposite sex (including visitors) into the dormitory is limited to urgent and necessary repair assistance and similar reasons.
- (4) Individuals of the opposite sex (including visitors) must register with the manager before entering the dormitory and must wear a visitor vest.



- (5) Visitors may not bring dangerous or prohibited items into the dormitory.
  - (6) Visitors should meet in the common room and are not permitted to enter bedrooms.
  - (7) Visitor conversations should not disturb the peace of the dormitory.
3. Overnight Leave Regulations: Students staying overnight elsewhere should inform roommates, classmates, or dormitory duty personnel in advance to facilitate awareness of their whereabouts.

#### **Article 14**

Resident students have the responsibility to jointly maintain dormitory peace, environmental cleanliness, and keep corridors clear. Advertising materials must not be posted arbitrarily on windows or bathrooms inside or outside the dormitory. Personal miscellaneous items must not be placed in public spaces (areas outside personal rooms). Personal items left in public spaces will be announced by dormitory management personnel for 5 working days, and if not addressed, will be photographed, inventoried, and packed for storage by management personnel. However, the Housing Service Center will not be responsible for safekeeping, and will announce this on the Student Life Guidance Division website. Items unclaimed after one month will be treated as waste.

#### **Article 15 Dormitory Public Property Maintenance and Use**

1. Resident students should take care of dormitory equipment and may not move or exchange it without authorization. Those who damage equipment shall be responsible for compensation.
2. Those who intentionally or negligently damage dormitory public property shall be reported by dormitory management personnel to the university for determination of a deadline for compensation and shall be subject to relevant disciplinary measures. Those who fail to compensate within the deadline may be ordered to withdraw from the dormitory.
3. Each person is limited to borrowing keys 3 times per semester, and each time should not exceed 30 minutes.

#### **Article 16 Assessment, Rewards, and Penalties**

1. To maintain dormitory order, safety, peace, and hygiene, excellent performance will be commended, while violations will result in demerits, dormitory service requirements, or disciplinary action according to the school's student reward and punishment regulations. These records will serve as reference for future dormitory application reviews.
2. To encourage students to actively maintain dormitory safety, order, and cleanliness, and to participate in dormitory public services, the Residential Service Center, Student Counseling Division staff, or military instructors may recommend rewards for students who:
  - (1) Actively maintain dormitory order and public safety with concrete contributions.

- (2) Actively maintain dormitory cleanliness and beautification with concrete results.
- (3) Actively prevent illegal activities with concrete results.
- (4) Actively organize student dormitory activities and participate in dormitory public affairs.
- (5) Make other concrete contributions to the dormitory.

Students with the aforementioned merits and no disciplinary records in the academic year, after review by the Student Counseling Division and approval by the Dean of Student Affairs, may receive priority dormitory allocation in the following academic year.

- 3. Resident students who violate dormitory rules will receive demerits based on the severity of the violation and may face additional disciplinary action according to the school's student reward and punishment regulations.
- 4. Dormitory management staff, Student Dormitory Self-Governance Association officers, military instructors, and advisors may conduct regular or irregular dormitory inspections. When violations are found, they may submit written reports to the Student Counseling Division for demerit records, with repeated violations resulting in cumulative penalties.
- 5. Dormitory violations during the residency period will be processed according to "Attachment 1: Chung Hua University Student Dormitory Violation Demerit Table." Those who accumulate 5 or more demerits without completing required dormitory service will forfeit NT\$1,000 from their deposit. Those with 10 or more demerits will be ordered to vacate the dormitory. Those who fail to cancel their demerits before dormitory closure will lose eligibility to apply for suite-style accommodations for the following year. Demerits will be recalculated at the beginning of the new academic year.
- 6. Residents who repeatedly commit serious dormitory violations (those worth 5 points for a single violation) will be ordered to vacate the dormitory for repeated offenses.
- 7. Residents who receive disciplinary warnings will lose dormitory application eligibility for the following year; those receiving minor demerits will lose eligibility for two years; those receiving major demerits will permanently lose dormitory application eligibility. Those ordered to vacate must move out within one week. If required dormitory service is completed within the specified period, the disciplinary action will be canceled and dormitory application eligibility will be restored.

## **Article 17 Summer Residence Regulations**

1. Applications for summer residence must be completed one week before the end of the second semester.
2. Those requiring summer dormitory accommodations should apply to the Student Counseling Division within the school's announced period. After approval, students should reside in assigned rooms and comply with all dormitory regulations. If renovations or other needs arise, residents must relocate as directed.
3. Those allocated beds for the new academic year may not store items in their new beds or at the Residential Service Center before the new semester move-in date.
4. During summer vacation, rooms allocated for the new academic year will remain locked until the dormitory officially opens (see school calendar for opening dates). All other rooms must be completely emptied.
5. On-campus and off-campus club activities requiring school dormitory use must be approved by the school through official documents or written requests.
6. All summer residence regulations are the same as those during the semester.
7. To facilitate dormitory environmental maintenance and equipment repairs, summer residence begins one week after the second semester dormitory closure and ends two weeks before the new semester begins. Students with dormitory assignments for the next semester may apply for early move-in to their new rooms two weeks before the semester starts. Early move-in fees follow the summer residence standard, and move-in and move-out procedures must be completed on working days.

**Article 18** Students must pay attention to all dormitory-related schedules and announcements, and submit required documents within specified deadlines. Those who lose their rights due to missed deadlines may not request individual case consideration, as this would affect others' rights.

**Article 19** During mid-semester holidays lasting four or more days, the Student Counseling Division may implement dormitory closure or other residential safety measures (such as room consolidation) based on the number of remaining residents.

**Article 20** Those evicted from the dormitory due to drug use, substance abuse, theft, drunkenness, causing disturbances, gambling, bullying, or other violations will permanently lose their dormitory eligibility during their enrollment.

**Article 21** These regulations are implemented after discussion by the Student Affairs Committee and approval by the President. The same procedure applies to any amendments.

## Attachment 1

### Chung Hua University Student Dormitory Violation Demerit Table

Code	Violation	Demerits	Remarks
1-1	Borrowing keys or access cards exceeding 3 times or for more than 30 minutes.	1	
1-2	Visitors not wearing required vests or exceeding visiting hours. Both the visitor (if a dormitory resident) and the host will receive demerits.	1	
1-3	Nailing, drawing on, or posting unauthorized items on dormitory room doors or walls.	1	
1-4	Leaving room without turning off power.	1	
1-5	Violating public facility or space usage regulations.	1	
1-6	Placing personal items, garbage, or hanging laundry outside rooms or in public areas.	1	
1-7	Littering.	0	A fine of NT\$1,000 and 2 hours of community service at Love House will be imposed.
2-1	Dirtying public areas or removing public items (such as lounge tables and chairs) without permission.	2	
2-2	Creating noise, arguing, or disturbing the peace in the dormitory.	2	
2-3	Placing personal items (shoes, umbrellas, garbage, plants, etc.) in public areas (corridors, doorways) that obstruct passage or evacuation routes.	2	
2-4	Entering others' rooms without permission.	2	
2-5	Wearing excessively revealing clothing in public dormitory areas, disturbing others.	2	
2-6	Improper use of refrigerators (according to regulations established by the Student Dormitory Self-Governance Association).	2	
3-1	Keeping or feeding animals in the dormitory (including courtyards).	3	
3-2	Handling others' belongings without permission.	3	
3-3	Repeatedly ignoring warnings (2 or more times).	3	
3-4	Two people sleeping in one bed with intimate behavior.	3	

<b>Code</b>	<b>Violation</b>	<b>Demerits</b>	<b>Remarks</b>
3-5	Violating dormitory electrical regulations without causing disaster	3	
4-1	Damaging dormitory facilities.	4	
4-2	Making unauthorized room keys.	4	
4-3	Deliberately disrupting dormitory order.	4	
4-4	Changing room beds without dormitory manager approval.	4	
5-1	Conducting political, religious, club, or commercial activities in the dormitory.	5	
5-2	Keeping cooking equipment, prohibited items, or flammable materials in rooms.	5	
5-3	Changing rooms or beds without permission.	5	
5-4	Drinking alcohol or storing alcoholic beverages in the dormitory.	5	
5-5	Peeping at others' privacy.	5	
5-6	Deliberately triggering alarm systems or tampering with surveillance cameras.	5	
5-7	Playing mahjong or similar activities not involving gambling in the dormitory.	5	
5-8	Displaying refusal, disrespect, disobedience, or poor attitude toward faculty, dormitory managers, counselors, or student dormitory officers during guidance visits.	5	
5-9	Cigarette butts or obvious cigarette smell in rooms (smokers will be handled according to campus smoking prevention guidelines; if no one admits to smoking, all roommates receive demerits. These demerits cannot be canceled).	5	
5-10	Creating noise, arguing, or disturbing the peace between 11:00 PM and 8:00 AM.	5	
7-1	Confirmed violation of intellectual property rights while using dormitory network.	7	
7-2	Opening emergency exit doors and triggering alarms without emergency evacuation needs (including drills).	7	
10-1	Gambling, theft, drug use, drug selling/possession, or other criminal activities in the dormitory.	10	

<b>Code</b>	<b>Violation</b>	<b>Demerits</b>	<b>Remarks</b>
10-2	Causing dormitory fire through deliberate action or negligence (civil and criminal cases will be referred to legal authorities).	10	
10-3	Serious bullying of dormitory residents or engaging in physical fights.	10	
10-4	Serious incidents of drunkenness or disturbance in the dormitory.	10	
10-5	Intentional or accidental damage to dormitory property without timely compensation or remorse.	10	
10-6	Bringing dangerous or prohibited items into the dormitory that cause disasters or damage the school's reputation.	10	
10-7	Behaviors that endanger public health or safety.	10	
10-8	Smoking (including e-cigarettes) in dormitory areas or improperly discarding cigarette butts (smokers will be handled according to campus smoking prevention guidelines; these demerits cannot be canceled).	10	<p>Immediate expulsion from the dormitory upon discovery. If special circumstances prevent enforcement:</p> <p>The expelled resident will be fined NT\$3,000 and required to complete 4 hours of community service at Love House.</p> <p>For repeat offenses, both the fine and community service hours will be doubled from the previous penalty.</p>
10-9	Refusing to follow management by faculty, dormitory managers, counselors, or student dormitory officers according to regulations, with threats, violence, or arrogant attitude.	10	
10-10	Failing to pay dormitory fees after reminders.	10	

Notes:

1. Violations of dormitory rules will receive demerits based on severity and additional disciplinary action according to school regulations. Accumulating three major demerits will result in expulsion.
2. When violations reach 8 demerits, military instructors, advisors, and parents will be notified to assist with guidance.
3. When violations reach 10 demerits, the student will be ordered to vacate the dormitory and the security deposit will not be refunded. (In special cases where eviction is not possible, with approved application, a fine of NT\$3,000 and 4 hours of dormitory service will be imposed. For repeat offenders, both fine and service hours will be doubled.)
4. During residence, if a student violates major dormitory regulations (items worth 5 demerits) and then reoffends after completing dormitory service to cancel previous demerits, the penalty will be increased by 50%.
5. Violation severity: 10 demerits for serious violations (1-2 major demerits); 5-7 demerits for less serious violations (1-2 minor demerits); 2-4 demerits for minor violations (1-2 warnings).
6. Public spaces (such as lounges) must be cleaned and equipment properly arranged after use. Violations will result in demerits, and three violations will result in loss of public space usage rights.
7. Prohibited items must be retrieved within the announced dormitory closure period. Items not retrieved by the deadline will be treated as waste, and a cleaning fee of NT\$1,000 will be charged. Dormitory



Code	Violation	Demerits	Remarks
<p>residents may not dispute this or request compensation.</p> <p>8. Those who accumulate 5 or more demerits without completing dormitory service will forfeit NT\$1,000 from their deposit. Those who fail to cancel their demerits before dormitory closure will lose eligibility to apply for suite-style accommodations for the following year.</p> <p>9. Fines collected will be used to improve dormitory quality (such as cleaning costs, work-study wages, rewards).</p>			

## Attachment 2

### Chung Hua University Student Housing Agreement

**[This agreement concerns personal rights - please read carefully]**

Student Name		Student ID#		Biological Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Department/ Year	
Cell phone #		Permanent Address					
Parent/Guardian Name		Parent/Guardian Phone #				Relationship	

1. The university has established the "Chung Hua University Student Dormitory Management Regulations" and this agreement to ensure dormitory safety and peace, and to guide students in developing good living habits and self-management skills.
2. I hereby apply for dormitory housing and agree to comply with the "Chung Hua University Student Dormitory Management Regulations" and related provisions.
3. Termination of this agreement:
  - (1) Failure to be assigned a dormitory bed.
  - (2) Approved withdrawal from the dormitory during the residency period, after completing all relevant withdrawal procedures and moving out within the specified time limit.
  - (3) Completing one academic year of residence (excluding winter and summer vacations) and moving out within the announced time period.
4. In case of major infectious diseases, I must cooperate with university-mandated relocation without objection or demands for compensation.
5. To ensure reasonable and full use of rooms and beds, the university may adjust room and bed assignments according to actual circumstances.
6. Students who are assigned beds must pay a NT\$3,000 security deposit within the specified period (as announced by the Student Counseling Division) to maintain their bed assignment.
7. The housing period is one academic year. During this period, refunds will only be provided for withdrawal due to graduation, temporary suspension of studies, illness, or aggressive mental disorders in accordance with the "Chung Hua University Student Housing Fee Payment and Refund Regulations." No refunds will be provided for other situations.
8. After completing one academic year of residence (excluding winter and summer vacations), students who pass the dormitory inspection showing no damage, clean environment, and complete return of dormitory keys will receive their security deposit back without interest. Students who do not complete one full academic year of residence will not receive their security deposit back.
9. Penalty for violations:
  - (1) Allowing overnight guests, violating regulations on entering dormitories of the opposite sex, or bringing someone of the opposite sex into shower facilities: NT\$3,000 fine for each violator.
  - (2) Transferring beds or substituting for others: both parties will be fined three times the dormitory fee.

- (3) Unauthorized overnight stay without dormitory rights: fine of 10 times the published daily rate for each day of stay, with total fine not exceeding twice the current dormitory fee.
- (4) Loss or damage of borrowed temporary IC card without timely compensation: NT\$200 fine. Non-regular students must pay a NT\$500 security deposit (for keys and IC card), which will be refunded upon leaving school.
- (5) Damage to dormitory air conditioning equipment due to improper use or human factors: compensation at repair cost.
- (6) Theft in dormitory: cancellation of on-campus dormitory application rights and residence eligibility.
- (7) Using dormitory resources (facilities) for profit: fines up to NT\$10,000 depending on severity.
- (8) Cooking food in dormitory rooms: NT\$3,000 fine.
- (9) Causing injury to others or damage to dormitory buildings or property due to intention or negligence: responsible for public danger liability and compensation.
- (10) Late completion of move-out procedures: NT\$1,000 cumulative fine per day per bed; late return of keys: NT\$500 fine; failure to restore room cleanliness or abandonment of personal waste: NT\$1,000 cleaning fee per person.
- (11) Smoking (including e-cigarettes) in the dormitory: immediate eviction within one week, with no refund of housing fee or security deposit. (In special cases where eviction is not possible, with approved application, a fine of NT\$3,000 and 4 hours of dormitory service will be imposed. For repeat offenders, both fine and service hours will be doubled.)
- (12) Littering or improper disposal of kitchen waste in the dormitory: NT\$1,000 fine and 2 hours of dormitory service.

For violations above (except items 4, 5, 8, 10, 11, and 12), depending on severity, the university may cancel on-campus dormitory application rights and residence eligibility without refunding paid dormitory fees. Those refusing to pay fines will be subject to disciplinary action according to the university's student reward and punishment regulations.

- 10. When moving out at the end of the residency period, students must clean their rooms and restore them to their original condition. Personal items not removed or prohibited items not retrieved on time will be treated as waste and disposed of by the university; dormitory residents may not object or request compensation. Damaged or lost dormitory equipment must be compensated according to the property inventory value list.
- 11. Visiting friends and family must register with identification, and visitors must leave the dormitory before 9:00 PM.
- 12. To enhance disaster prevention awareness, residents must participate in all dormitory disaster drills during the residency period.
- 13. Safety control regulations:
  - (1) Overnight guests, including friends, classmates, or visitors, are not allowed.

- (2) For dormitory safety, students entering dormitories of the opposite sex must obtain approval from the Residential Service Center (or on-duty military instructor on holidays) and wear identification vests. Entry is absolutely prohibited between 5:00 PM and 8:00 AM the following day. Violations will be penalized according to section 9(1)(1) of this agreement. Opening times and regulations during dormitory relocation will be announced separately.
  - (3) Prohibited and flammable items (such as alcohol, fireworks, firecrackers, gasoline, mahjong sets, mahjong tables, etc.) may not be stored in dormitories.
  - (4) Cooking is not allowed in dormitories.
  - (5) Except for electric razors, hair dryers, desk lamps, computers, electric fans, and routers, other electrical appliances (such as refrigerators, toasters, induction cookers, electric pots, electric kettles, and other high-amperage appliances) require approval from the Residential Service Center. Non-110V appliances may not be used with voltage converters.
  - (6) Keeping or feeding animals in the dormitory is prohibited.
  - (7) Dormitories must remain quiet; noise, arguments, and fighting are prohibited.
  - (8) Gambling, smoking, drinking, drug use, drug selling/possession, or other behaviors contrary to good morals are strictly prohibited in dormitories.
  - (9) Unauthorized room or bed changes are prohibited.
  - (10) When leaving rooms, electricity should be turned off and doors and windows locked; noise or actions that disturb others are prohibited.
  - (11) Political and religious activities are not allowed in dormitories to avoid disrupting others' living order or dormitory peace.
  - (12) In case of emergency or major security incidents (such as theft, fire, earthquake), Residential Service Center staff, dormitory counselors, and Student Dormitory Self-Governance Association officers may enter rooms for inspection or management (the scene must remain intact), with police involvement if necessary.
14. For serious violations, in addition to notifying parents and class advisors, disciplinary action will be taken according to the university's student reward and punishment regulations.
  15. Violations of dormitory management regulations resulting in 10 demerits at once or accumulated 10 demerits will result in eviction with no refund of the security deposit. In special cases where eviction is not possible, with approved application, a fine of NT\$3,000 and 4 hours of dormitory service will be imposed. For repeat offenders, both fine and service hours will be doubled.
  16. Students who accumulate 5 or more demerits without completing dormitory service will forfeit NT\$1,000 from their deposit. Those who fail to cancel their demerits before dormitory closure will lose eligibility to apply for suite-style accommodations for the following year.
  17. Upon dormitory check-in, room keys will be distributed upon presentation of dormitory fee and security deposit payment receipts.
  18. For matters not covered in this agreement, the "Chung Hua University Student Dormitory Management Regulations" and related provisions shall apply.

To collect personal information in the student housing agreement and life covenant, in accordance with Article 8 of the Personal Data Protection Act, we inform you of the following:

1. Purpose of collection: To process dormitory check-in and acknowledge housing-related regulations.
2. Period, target, and area of personal data use: The university will conduct necessary business communications within the campus area; utilization period lasts until your graduation.
3. Methods of personal data use: The university uses your information for communications and dormitory management.
4. For dormitory housing inquiries, please contact the university's Student Affairs Office Residential Service Center (Tel: 03-5186166-68).

**I have read and accept the above agreement content**

**Signature of the concerned party \_\_\_\_\_(please sign personally)**

**Year \_\_\_\_\_Month \_\_\_\_\_Date \_\_\_\_\_**

CA1-4-004-B

**NB. Shall there be discrepancies between the English and Chinese versions, the Chinese version shall prevail.**