

# 中華大學

制定單位：學務處生活輔導組	學生宿舍住宿管理辦法	文件編號：CA1-2-101
公佈日期：109年05月28日		頁次：1

本辦法於 89 年 6 月訂定、簽核、公告實施  
91 年 06 月 05 日經學務會議通過第一次修訂  
94 年 06 月 22 日經學務會議通過第二次修訂  
95 年 06 月 28 日經學務會議通過第三次修訂  
96 年 03 月 21 日經學務會議通過第四次修訂  
96 年 11 月 21 日經學務會議通過第五次修訂  
97 年 05 月 21 日經學務會議通過第六次修訂  
98 年 05 月 27 日經學務會議通過第七次修訂  
100 年 03 月 23 日經學務會議通過第八次修訂  
100 年 11 月 30 日經學務會議通過第九次修訂  
101 年 03 月 21 日經學務會議通過第十次修訂  
101 年 05 月 30 日經學務會議通過第十一次修訂  
102 年 05 月 29 日經學務會議通過第十二次修訂  
105 年 09 月 21 日經學務會議通過第十三次修訂  
105 年 12 月 21 日經學務會議通過第十四次修訂  
106 年 05 月 24 日經學務會議通過第十五次修訂  
106 年 11 月 29 日經學務會議通過第十六次修訂  
107 年 09 月 19 日經學務會議通過第十七次修訂  
109 年 05 月 27 日經學務會議通過第十八次修訂

## 壹、目的

為輔導學生達成生活教育、自治、自律、自重、自愛之目標，以德育、群育全面提昇宿舍之住宿品質，俾確保住宿安全、安寧、安祥，特訂定本辦法。

## 貳、範圍

宿舍床位申請、進住、退宿、生活輔導、管理、繳費、修繕、災害應變演練

## 參、權責單位

- 1、生活輔導組（宿舍床位申請、進住、退宿、生活輔導、管理、災害應變演練）
- 2、總務處事務與營繕組（修繕）
- 3、會計室、出納組（繳費）

## 肆、名詞解釋：

無

## 伍、內容

### 第一章 總則

第一條 為輔導學生達成生活教育、自治、自律、自重、自愛之目標，以德育、群育全面提昇宿舍之住宿品質，俾確保住宿安全、安寧、安祥，特訂定本辦法。

第二條 學生宿舍之管理除法令另有規定者外，悉依本辦法辦理。

第三條 住宿學生應組織成立宿舍自治委員會（簡稱宿自會），以規範生活、推行自治、反映意見、爭取福利並協助宿舍之管理，宿自會幹部甄選依「中華大學學生宿舍自治委員會幹部甄選辦法」辦理。

第四條 學生宿舍之輔導與管理，由學生事務處規劃、督導，生活輔導組（以下稱生輔組）執行與指

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導學生宿舍自治會協助管理，並請軍訓室提供協助，以完成下列各事項：

- 一、住宿學生之生活輔導與管理。
- 二、維護學生宿舍住宿之秩序。
- 三、加強與學生之互動、溝通，以了解學生生活需求；協調並反映意見，以改善住宿環境。
- 四、制定宿舍複合式防災(防火、防震等)安全演練防護實施計畫，並處理宿舍緊急、偶發事件。
- 五、管理學生宿舍各項公共設備(設施)及彙整各項設備修繕之申請，以維護學生住宿之品質。
- 六、法規之宣導、傳達，有關表冊之彙整、陳報。

## 第二章 住宿申請、分配及補位

第五條 學生住宿申請、床位分配及補位作業，由生輔組依公平、公正、公開原則公告辦理，申請人應於規定期間內(時間另行公告)依公告辦法申請住宿；舊生住宿申請，依公告之宿舍配置及床位供給狀況提出申請及參加抽籤。

- 一、本校學生申請住宿前應先完成簽署「中華大學學生住宿同意書」。
- 二、二年級以上學生及研究生，符合下列資格並能配合本校相關規定者，得優先分配床位。
  - 惟自行申請退宿、放棄床位或於住宿期間違反學生宿舍住宿管理辦法等相關規定達退宿標準者，即喪失申請資格。
  - 1、領有身心障礙證明之學生(需繳交學生本人之身心障礙手冊影本)。
  - 2、居住外(離)島之學生(父、母親任一方居住於臺灣本島者，不得申請)，(需繳交身分證正反面影本)。
  - 3、居住國外之僑生、外籍生(需繳交護照影本)。
  - 4、縣、市政府核定之低收入戶、中低收入戶(需繳交縣、市政府核發之「低收入戶、中低收入戶」證明影本，不含村里長等)。
  - 5、受傷行動不便之學生(需繳交醫生證明)。
  - 6、因公務或專案需求，經校長核准者(需繳交簽核之影本)。
  - 7、宿自會、宿網會幹部、各系輔導學長姐及符合前二學期陽光青年競賽獲獎勵優先住宿同學。
- 三、大學部一年級新生，依學(新)生手冊規定申請，並能配合本校相關規定者，保障住宿資格。
- 四、研究所一年級新生及轉學生依生輔組公告辦理。
- 五、合於以上條件而未依規定時間提出申請者視同放棄住宿權。
- 六、所有住宿床位由生輔組統一分配。
- 七、申請到床位學生，須於規定期限內(依生輔組公告)繳交住宿保證金 3,000 元始保有床位。

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八、自正式上課日(以學校行事曆為依據)起，本校學生(含隨班附讀生、學分班)，得於學期間隨時辦理登記補位進住空床位。

九、學生經核准住宿，即須住滿一學年（上、下學期），住宿期間除因畢業、休學、退學或其他疾病或具攻擊性精神疾病等情況經核准退宿，得依學校相關規定辦理退費外，其餘情況概不退費。如因特殊事故，欲辦理下學期退宿者，須於當學期期末考後一週內提出申請。欲申請暑期住宿者，需另案申請登記並繳交住宿費，一經繳費，概不退費。

## 第三章 繳費規定

第六條 住宿費每學期繳交乙次，由銀行或郵局代收；另住宿保證金(含清潔保證金、鑰匙押金)，每學年第一次申請時繳交乙次；收費標準、繳費方式暨退扣款規定，依權責單位公告辦理。

第七條 住宿費應於開放進住前完成繳費（於開學四週內未繳住宿費者，得勒令退宿，並繳清住宿期間所衍生之費用），申請住宿費貸款者需至生活輔導組繳交『貸款申請書』，以繳費系統資料為查核依據。

## 第四章 進住與退宿

### 第八條 進住

一、每學年完成床位抽籤作業後，中籤而不住宿者(含優先住宿生)，應於公告期限內辦理放棄，未於規定期限內辦理者，取消其次學年住宿資格。

二、宿舍依公告日期開放進住，如有特殊情況需經權責長官核准。住宿學生持繳費收據向宿舍管理員領取鑰匙，完成進住手續。

三、學生進住宿舍後對所分配使用之公物負有保管責任，進住宿舍時應立即清點檢查設施是否完整堪用，入住後若有遺失、損壞，應照價賠償。(照價賠償金額及辦法另頒)

四、分配之寢室、床位非經許可，不得以任何理由私下頂讓或調換，違者依相關辦法處理。

五、宿自會及宿網會學生於開學前乙週可提前進住以協助開學進住相關事宜，不另收費。

第九條 至註冊截止時尚未辦理進住者視同放棄住宿，其所繳納之保證金不予退還。

### 第十條 床位調整

一、宿舍床位調整，於開學後一週內向住服中心提出申請，且每學期以一次為限。爾後因個人因素再行調整宿舍床位者，須親自至住服中心辦理，並交付作業費每人每次200元。

二、為使寢室床位合理分配使用或因緊急事件(因應法定傳染性疾病、受傷行動不便等)須調整床位時，得由生輔組長同意後執行。

### 第十一條 退宿

一、住宿期間如因畢業、休學、退學或罹患法定傳染病或具攻擊性精神疾病等情況，得申請退宿，經學務長核准後，依「中華大學學生住宿費繳費及退費辦法」申請退費。

二、學期中退宿學生應至生輔組住服中心繳回鑰匙(含鑰匙鍊)，如有破壞或遺失公物者依

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規定賠償。

- 三、宿舍於每學期公告封舍日中午十二時實施封舍，各寢室住宿生應將寢室打掃清潔，由室長會同「學生宿舍自治委員會幹部」檢查，合格者退還相關保證金至學生個人帳戶。
- 四、住宿生須於學期結束之公告期限內搬離宿舍，未於公告期限內搬離宿舍者，住服中心得會同學生宿舍自治會幹部、教官或生輔組輔導人員將其私人物品打包集中放置於儲藏室內，不負保管責任。逾一星期仍未領回者，則視同廢棄物處理、沒收保證金、取消下學期住宿資格，並依相關規定議處。
- 五、違反住宿管理辦法情節重大者，得勒令退宿，生輔組應以書面通知其導師、家長或監護人；該生於接獲通知後一週內遷出宿舍，住宿費及保證金不予退還，並取消爾後申請住宿資格。惟因學生住宿安全及校外租屋困難情況下，可簽請並經同意後可繼續住宿至學期完畢止，但需再繳交每日宿舍費。
- 六、住宿學生於辦理退宿手續後，應即刻遷離宿舍，如仍在宿舍滯留不去者，依相關規定議處。
- 七、全學年(含寒暑假)住宿學生如下學期不續住，應於規定期限內辦理退宿，暑假配合暑修退宿時間辦理退宿。

## 第五章 住宿規則

### 第十二條 違規處罰

- 一、留宿賓客或違反進入異性宿舍規定或帶異性進入浴室沐浴者，違規者各罰款新臺幣3000元。
- 二、讓予床位或頂替床位者，雙方各罰該宿舍費三倍罰款。
- 三、未具住宿權擅自留宿者，依入住日數處以公告日額10倍罰款，惟罰款總額不逾當期住宿費二倍。
- 四、借用臨時感應式IC卡，因故遺失或損壞且未按時歸還賠償者，罰款新臺幣200元。非一般生得繳新臺幣500元保證金(含鑰匙、IC卡)，離校時退還。
- 五、宿舍冷氣相關設備，因不當使用或人為因素破壞而致損壞，依修繕費用照價賠償。
- 六、宿舍偷竊，取消在校申請宿舍權及住宿資格。
- 七、使用宿舍相關資源(設施)營利者，視情節輕重，得處以新臺幣10,000元以下之罰款。
- 八、寢室內烹煮食物者，罰款新臺幣3,000元。
- 九、若因故意或過失致使他人傷害或宿舍建築、財物損害者，應負公共危險責任及損害賠償責任。
- 十、逾期完成遷出手續者，每逾一日每床逐日累計罰款新臺幣1,000元；逾期未歸還鑰匙罰款新臺幣500元；未完成寢室清潔復原或留置私人廢棄物者，應罰清潔費每人新臺幣1,000元。

以上違規處罰(除第四、五、八、十款外)視情節輕重得取消在校申請宿舍權及住宿資格，且不退還已繳交之宿舍費。若拒繳罰款或違約金者，則依本校學生獎懲實施規定議處。

### 第十三條 安全管制規定事項

- 一、不得留宿親友、同學、外賓。
- 二、為維護宿舍安全，男女生進出異性宿舍須經住服中心(假日值班教官)核准後，依規定穿著

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識別背心後始得進入，惟每日十七時至翌日八時一律不得進出或逗留異性宿舍。違反上述規定者依本辦法第十二條第一項第一款規定論處。宿舍搬遷時之開放時間及規定另行公告之。

三、不得在宿舍內存放違禁品及易燃物品(如:酒、煙火、爆竹、汽油、麻將、麻將桌等)。

四、不得在宿舍內炊膳。

五、除小型收錄音機、電鬚刀、吹風機、檯燈、電腦外，寢室內不得使用及置放電冰箱、電爐、電熱器、電視機、瓦斯爐、酒精爐、微波爐、電磁爐、電烤箱、電鍋、烤麵包機、電熱水瓶、電熨斗等之高耗電力，有安全堪慮之電器。

六、不得在宿舍內飼養或餵食動物。

七、宿舍內應保持寧靜、不得喧嘩、爭吵及鬥毆。

八、宿舍內嚴禁賭博、吸菸、飲酒、吸毒或其他有違善良風俗之行為。

九、不得擅自調動寢室及床位。

十、離開寢室應該關閉電源並鎖好門窗；不得有妨礙他人之聲響及行動。

十一、不可在宿舍內從事政治、宗教、社團及商業性之活動，以免干擾他人之生活秩序或影響宿舍之安寧。

十二、發生緊急竊盜或重大意外事故時，生輔組成員、舍監、宿舍輔導員及學生宿舍自治會幹部得協同教官，進入寢室檢查或處理（現場需保持完整），必要時得報警處理。

## 第十四條 門禁、會客及外宿規定

### 一、門禁實施方式

（一）男女宿採系統管制，限本校該棟（樓）住宿生進出，進出時應妥善隨手關門，嚴禁私自將門打開，違者依本辦法罰則處理，並得視情節輕重，通知家長。

（二）學校宿舍管理人員，基於管理及安全上需要時，得進入寢室實施維修及檢視。

### 二、會客規定

（一）家長或來賓應先登記，會客時間以 60 分鐘為限。

（二）宿舍內晚間九點後禁止家長及外賓進入。

（三）異性（含訪客）進入宿舍以緊急必要之修護協助等事由為限。

（四）異性（含訪客）進入宿舍前向管理員登記，並需穿著外賓背心。

（五）來賓不得攜帶危險或違禁物品進入宿舍。

（六）會客應在交誼廳內會晤，不得進入寢室。

（七）會客交談不得影響宿舍安寧。

三、外宿規定：因故外宿應事先告知室友、同學或宿舍值勤人員，以利了解外宿動向。

第十五條 住宿學生有責任共同維護宿舍安寧、環境清潔衛生和走廊淨空，宿舍內外窗戶、浴廁不得任意張貼廣告文宣。宿舍公共空間(個人寢室以外區域)不得放置私人雜物，堆放於公共空間之私人雜物，由宿舍管理人員張貼公告經 5 個工作天，未做處理者，則由管理人員拍照、造冊及打包收存，但住服中心不負保管之責，並公告於生輔組網頁，經一個月未認領視同廢棄物處理。

## 第十六條 宿舍公物維護與使用

一、住宿學生應愛惜宿舍之設備，不可擅自移動、調換，如有損壞應負責賠償之責。

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二、如因故意或過失損害宿舍公物者，應由宿舍管理人員簽報學校核定期限令其賠償並依相關規定議處，逾期不賠償者，得勒令退宿。

三、每人每學期借用鑰匙以3次為限，每次不得超過30分鐘。

## 第十七條 考核與獎懲

一、為維護宿舍秩序、安全、安寧、衛生，採表現優異者記嘉獎，違規者扣點或愛舍勞動服務或依本校學生獎懲實施規定議處，並作為住宿申請審核之參考依據。

二、為鼓勵學生積極維護宿舍安全、秩序及環境整潔，並主動參與宿舍公共服務事宜，有下列各款情形者，由住服中心、生輔組輔導人員或教官上簽陳報酌予獎勵。

- (一) 主動維護宿舍秩序、公共安全有具體貢獻者。
- (二) 主動維護宿舍環境整潔、美化宿舍有具體事實者。
- (三) 主動防止違法事件發生有具體事實者。
- (四) 主動積極辦理學生宿舍活動及參與宿舍公共事務者。
- (五) 其他對宿舍有具體事實貢獻者。

該學年學生具有前列獎勵事實，且無違反校規紀錄者，經生輔組審核通過，陳請學務長核定後，得於次學年優先分配宿舍。

三、住校學生違反宿舍規則，除依情節輕重扣點外，得依本校學生獎懲實施規定另行議處。

四、宿舍管理人員、學生宿舍自治會幹部、各輔導教官、導師得定期或不定期視察宿舍，遇有違規情事者，得以書面簽報生活輔導組據以記點，得採連犯連記之處分。

五、住宿期間違規扣點依「附件一：中華大學學生宿舍違規扣點表」辦理，扣點達十點（含）者應予勒令退宿，扣點並於新學年開始重新計算。

六、住宿期間重覆違反宿舍重大項目者（該項扣點達5點），則採累犯勒令退宿處分。

七、住宿期間違反住宿規定受申誡以上處分者，取消爾後一年申請住宿資格；受小過以上處分者，取消爾後二年申請住宿資格；受大過以上處分者，取消爾後申請住宿資格；受勒令退宿者，需於一週內搬離宿舍。若於規定期限內完成愛舍服務實做，則註銷其處分並恢復學校宿舍申請資格。

## 第六章 暑期住宿

### 第十八條 暑期住宿相關規定

一、申請暑期住宿應於第二學期結束前一週辦理完畢。

二、需於暑假期間住宿者，應依學校公告之期限內向生輔組提出申請。經核准後，按指定寢室住宿，並遵守宿舍一切規定。如遇修繕或其他需要時，應依指定位置遷移。

三、新學年已獲分配床位者，在新學期宿舍進住前，不得將物品存放於新床位或寄放於住服中心。

四、暑假期間已分配新學年床位之寢室，至宿舍開放前（開放日期見學校行事曆），一律上鎖，不得隨意開啟或進入，其餘寢室一律淨空。

五、校內、外社團活動借用學校宿舍，一律以公文或簽呈，經校方核准。

六、暑期住宿各項規定均與學期中相同。

七、暑期住宿時間自第二學期結束宿舍關閉日後一週起至暑修結束止，進住及退宿時間需於上班日辦理。

# 中華大學

制定單位：學務處生活輔導組	學生宿舍住宿管理辦法	文件編號：CA1-2-101
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## 第七章附則

第十九條 學生應自行注意宿舍各項相關期程及公告，並於期限內繳交相關資料及文件，因逾期導致個人權益喪失者，不得再以個案方式申請，影響他人權益。

第二十條 學期中如遇四天以上長假，生輔組得依留宿人員狀況，實施封舍或採其他住宿安全措施（如調整寢室集中住宿）。

第二十一條 凡因吸毒、濫用藥物、竊盜、酗酒、滋事、賭博、欺侮同學等違規行為而遭退宿者，即取消其在校期間住宿資格。

第二十二條 本辦法經學務會議討論通過，陳校長核定後公布實施，修正時亦同。

## 陸、相關文件

1. 中華大學學生宿舍自治委員會幹部甄選辦法
2. 中華大學學生複合式防災(防火、防震等)安全演練防護實施計畫
3. 中華大學學生獎懲實施規定
4. 中華大學學生住宿費繳費及退費辦法

## 柒、申請表單

1. 中華大學學生宿舍違規扣點表
2. 中華大學學生住宿同意書

# Chung-Hua University

Established by the Life Guidance Division of Student Affairs Office	<b>Campus Housing Regulations</b>	Document number : CA1-2-101
Announcement date : May 28, 2020		page :

*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 3<sup>rd</sup> Student Affairs Committee Meeting on June 28, 2006*

*Revision passed in the 4<sup>th</sup> Student Affairs Committee Meeting on March 21, 2007*

*Revision passed in the 5<sup>th</sup> Student Affairs Committee Meeting on November 21, 2007*

*Revision passed in the 6<sup>th</sup> Student Affairs Committee Meeting on May 21, 2008*

*Revision passed in the 7<sup>th</sup> Student Affairs Committee Meeting on May 27, 2009*

*Revision passed in the 8<sup>th</sup> Student Affairs Committee Meeting on March 23, 2011*

*Revision passed in the 9<sup>th</sup> Student Affairs Committee Meeting on November 30, 2011*

*Revision passed in the 10<sup>th</sup> Student Affairs Committee Meeting on March 21, 2012*

*Revision passed in the 11<sup>th</sup> Student Affairs Committee Meeting on May 30, 2012*

*Revision passed in the 12<sup>th</sup> Student Affairs Committee Meeting on May 29, 2013*

*Revision passed in the 13<sup>th</sup> Student Affairs Committee Meeting on Sep. 21, 2016*

*Revision passed in the 14<sup>th</sup> Student Affairs Committee Meeting on Dec 21, 2016*

*Revision passed in the 15<sup>th</sup> Student Affairs Committee Meeting on May 24, 2017*

*Revision passed in the 16<sup>th</sup> Student Affairs Committee Meeting on Nov 29, 2017*

*Revision passed in the 17<sup>th</sup> Student Affairs Committee Meeting on Sep 19, 2018*

*Revision passed in the 18<sup>th</sup> 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 for 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.*

附件一

Attachment 1

中華大學學生宿舍違規扣點表

Demerit Point Deduction List for Resident Students

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
1-1	借用鑰匙逾規定次數達 3 次者或時間超過 30 分鐘。 The dorm key is borrowed for the third time or for more than 30 minutes	1	
1-2	外賓未依規定穿著背心或逾時會客，外賓(屬住宿生)及受訪者均扣點。 If a guest does not wear a vest as required during a visit or if a guest overstays his/her allotted time without school permission. Both the resident student and guest (even if a resident) will be assessed demerit points.	1	
1-3	於宿舍寢室門板及內外牆壁打釘塗畫貼未經核准之物品。 Posting unauthorized materials or doodling on dormitory doors and walls	1	
1-4	離開寢室未關閉電源。 The power is left on when leaving the dorm room	1	
1-5	違反公共設施或空間使用規定者。 Violation of public facility or space in accordance with dorm regulations.	1	
1-6	於寢室外或宿舍公共場所放置個人物品、垃圾、晾曬衣物。 Personal belongings, garbage, or clothes to dry are left in the public areas of the dormitories.	1	
1-7	隨意亂丟垃圾者。Littering	1	
2-1	使用公共區域破壞整潔或將物品(如交誼廳桌椅等)私自攜出。 Vandalizing or taking away dorm facilities without permission.	2	

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
2-2	於宿舍喧嘩、爭吵或製造聲響等妨礙安寧者。 Those who disturb the peace in the dorm by making noises, arguing or making unpleasant sounds in the dormitory	2	
2-3	於公共區（如走廊、寢室門前）任意擺放私人物品（如鞋子、雨傘、垃圾、盆栽等），妨礙出入和逃生者。 Placing personal items -such as shoes, umbrellas, garbage, potted plants. -in public areas (such as hallway or the space before the room doors) which hinder access and emergency exits.	2	
2-4	未經同意擅入他人寢室者。 Those who enter others' rooms without permission	2	
2-5	宿舍公共場合穿著過於暴露，妨害他人等行為。 Dressing in a manner that lacks discretion, such as exposing oneself, in public places in the dorm.	2	
2-6	未按規定使用冰箱。(使用規定由宿自會定訂、公告) Not using refrigerators as specified.by failure to follow the rules (Fridge using regulations are decided and announced by the Student Dormitory Association)	2	
3-1	於宿舍內(含庭院)飼養或餵食動物者 Keeping or feeding animals in the dormitory (including in the dorm courtyard)	3	
3-2	未經當事人同意翻動他人物品者。 Going through other people's personal items without their consent or permission.	3	
3-3	違規行為屢勸(2次含)不聽者。 Failure to follow repeated warnings (twice or more) after violations of the dormitory regulations and rules	3	
3-4	兩人同睡一張床有曖昧行為者。 Two people sleeping on the same bed involved in inappropriate behavior.	3	
3-5	違反宿舍用電規定未釀成災害者。	3	

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
	Violation of dormitory regulations on electricity use but with no damages are done..		
4-1	破壞宿舍設施。Vandalization of dormitory facilities.	4	
4-2	私打寢室鑰匙。Unauthorized duplication of the bedroom key	4	
4-3	蓄意破壞宿舍秩序者。 Deliberately disrupting dormitory operation and order.	4	
4-4	未經宿舍管理員核准，擅自更換寢室床位者 Bed swapping in the dormitory without permission from the dormitory manager	4	
5-1	於宿舍內從事政治、宗教、社團及商業性活動者。 Engaging in political, religious, social and commercial activities in the dormitory.	5	
5-2	在寢室內放置炊具、存放違禁及易燃物品未釀災害者。 Placing cooking utensils or storing prohibited and flammable items in the dorm room but with no damages are done.	5	
5-3	私自更換寢室或床位者。 Rooms or bed swapping without permission.	5	
5-4	於宿舍內飲酒者。 Alcohol consumption in the dormitory.	5	
5-5	偷窺他人隱私者。Peeping in the dorm area.	5	
5-6	蓄意觸動警報器或調動監視攝影機。 Tampering with the alarm or surveillance cameras.	5	
5-7	宿舍內打麻將等無涉賭博之類似行為。 Playing Mahjong or similar games, whether or not gambling is involved.	5	
5-8	對師長、宿舍管理員、輔導員及宿自會自治幹部之輔導探訪，有拒絕、不禮貌、不服從、態度惡劣之行為者。 Expressing refusal, rudeness, disobedience, or a combative	5	

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
	attitude towards counseling visits by teachers, dormitory administrators, counselors, and members of the dorm council.		
5-9	<p>寢室內有菸蒂或明顯菸味(吸菸者依本校校園菸害防制實施要點處理；無人承認吸菸者，同寢室均扣點。均不得註銷扣點紀錄)。</p> <p>Cigarette butts are found or an obvious smell of smoke existed in the dorm rooms. (Smokers are sanctioned by the school's Campus Tobacco Hazards Prevention Guidelines. If no one admits smoking, points will be deducted from all residents sharing the room. Deduction records cannot be cancelled.)</p>	5	
5-10	<p>於宿舍區吸菸(含電子菸)或隨意丟棄菸蒂者(吸菸者依本校校園菸害防制實施要點處理，不得註銷扣點紀錄)。</p> <p>Those who smoke, (which includes e-cigarettes,) in the dormitory area or who throw away cigarette butts at random shall be dealt with in accordance with the school's Campus Tobacco Hazards Prevention Guidelines. Deduction records cannot be cancelled.</p>	5	
7-1	<p>使用宿舍網路違反智慧財產著作權經查獲屬實者。</p> <p>Confirmed violation of the copyright of intellectual property through dorm internet access will be penalized.</p>	7	
7-2	<p>除實施緊急疏散避難外(含演練)，無故打開宿舍區逃生門，觸發警報器者。</p> <p>Triggering the dorm building alarm by opening the emergency exit doors for no proper reason, except emergency or drill practices.</p>	7	
10-1	<p>於宿舍內有賭博、竊盜、吸毒、販毒等犯罪行為者。</p> <p>Criminal acts such as gambling, theft, drug use or drug dealing</p>	10	
10-2	<p>個人蓄意或疏失而引發宿舍火災(涉民、刑事部分移送法辦)。</p> <p>Causing a fire in the dormitory intentionally or by negligence. (Incidents will be handed over to law enforcement if criminal acts are involved).</p>	10	
10-3	<p>宿舍內欺侮(霸凌)同學情節重大或發生鬥毆者。</p> <p>Any organized form of bullying, including but not limited to</p>	10	

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
	fights or plots against peers in the dormitory		
10-4	於宿舍內酗酒或滋事情節重大者。 Getting drunk or causing serious problems in the dormitory	10	
10-5	故意或過失損害宿舍公物，逾期不賠償且無悔意者。 Those who deliberately or negligently damage the dormitory's public pro and refuse to pay compensation within the required time will be penalized.	10	
10-6	攜帶危險或違禁品進入宿舍且發生災患者。 Bringing dangerous or prohibited items into the dormitory and causing a disaster	10	
10-7	有妨害公共衛生、公共安全行為者。 Obstructing public health or public safety	10	
10-8	不聽從師長、宿舍管理人員、輔導員及宿自會自治幹部依本校學生宿舍住宿管理辦法之管理，涉及恐嚇、暴力、態度傲慢者。 Disobeying teachers, dormitory managers, counselors or Dormitory Self-Government Association officers and violating Dormitory Management Regulations in manners of serious disobedience, extortion, or violence	10	

說明：

- 一、凡違規扣點達 8 點即通知輔導教官、導師、家長知悉，協同加強輔導。
- 二、凡違規扣點達(含)10 點即勒令退宿，保證金不予退還。
- 三、在學住宿期間違反宿舍重大項目(該項扣點達 5 點者)，雖完成愛舍服務實做註銷扣點記錄，如再犯則加重 1/2 扣點處分或依本校學生獎懲實施規定辦理。
- 四、違規行為：扣點 10 點為情節較重者；扣點 5-7 點為情節較輕者；扣點 2-4 點為情節輕微者。
- 五、宿舍公共空間(如交誼廳)，使用完畢需打掃乾淨設備擺設整齊，如違規依規定扣點，達三次者則取消該公共空間使用權。
- 六、違禁物品應依每學期關舍公告期限內領回，逾時未領回者，則視同廢棄物處理，應罰清潔費新臺幣 1,000 元。住宿生不得異議或要求任何賠償。

Remarks:

1. When a resident student is assessed 8 points, his or her counseling instructor, mentor, and parents will be notified.
2. When a resident student is assessed 10 points, the student will be ordered to move out, and security deposit will not be refunded.
3. The 5 points or more which were deducted for serious misconducts will be canceled after the completion of dormitory services.

編號 Item Number	違規行為 Description of misconducts	扣點數 Pointed deducted	備註 Remarks
<p>However, the demerit points will be increased by 50% or a punishment will be imposed in accordance with <i>CHU Regulations for Student Rewards and Punishments</i> over a repetitive misconducted.</p> <p>4. Points representation: A 10 point violation is for serious cases of misconduct; A 5-7 point violation is for less serious cases; and A 2-4 point violation is for least serious cases.</p> <p>5. The dorm public space (such as the dorm living room) must be cleaned and its facilities or equipment must be returned after use. Students who fail to do so will be deducted points or be stripped from the right to use the public space and facilities beginning with three violations</p> <p>6. Illegal items shall be collected within the period announced by the end of each semester, and they will be treated as discarded if they are not collected by the announced closing date, and a cleaning fee of NT\$1,000 will be charged. Resident students are not allowed to dispute or claim any compensation.</p>			



附件二

Attachment 2

中華大學學生住宿同意書

[本同意書事關個人權益請詳細閱讀]

CHU Campus Housing Consent Form

(Please read this agreement carefully to understand your personal rights.)

學生姓名 Student Name		學號 Student ID number		性別 Sex	<input type="checkbox"/> 男M <input type="checkbox"/> 女F	系級 Dept. & Year	
手機電話 Cell Phone Number		戶籍地址 Permanent address					
家長或監護人姓名 Name of Parent/Guardian		家長或監護人電話 Phone No. of Parent/Guardian		關係 Your relation to this person			

一 本校為確保學生宿舍住宿安全與安寧，輔導學生培養良好生活習慣與自我管理之目標，特訂定「中華大學學生宿舍住宿管理辦法」與本同意書。

1. In order to ensure the safety and tranquility of school housing, and also cultivate students' sound living habits and good self-management, the Chung Hua University Student Campus Housing Regulations and the Chung Hua University Campus Housing Consent Form are duly enacted.

二 本人申請住宿同意遵守「中華大學學生宿舍住宿管理辦法」及相關規定。

2. I, as the school dormitory applicant, agree to abide by the Chung Hua University Campus Housing Regulations and other related regulations.

三 本同意書之終止

3. The content of the Chung Hua University Campus Housing Consent Form is ineffective under the following conditions:

(一) 未申請到宿舍床位。

(1). Students' application for on-campus accommodation get denied.

(二) 住宿期間申請退宿經核准並辦妥相關退宿手續及於期限內搬離宿舍。

(2). A resident student's application for withdrawal from the dorm is approved by the school, and the student moves out of the dorm by the designated deadline.

(三) 住滿一學年（不含寒暑假）並於公告期限內搬離宿舍。

(3). A school dorm resident of one-academic-year's residence, excluding winter and summer vacation periods, has moved out of the dorm by the designated deadline.

四 遇有重大傳染性疾病，須配合學校實施搬遷，不得異議或要求任何賠償。

4. In case of major infectious diseases, all school dorm residents are obligated to cooperate with the school to carry out the relocation, and shall not object or request any compensation.

五 為使寢室床位有合理充分使用，本校得依實際情況調整寢室、床位。

5. To make reasonable and full use of the dormitory rooms and beds, residents may be reassigned to other rooms and /or beds by school authority according to the actual situation.

六 申請到床位學生，須於規定期限內(依生輔組公告)繳交住宿保證金3,000元始保有床位。

6. Students who are assigned to a dorm bed must pay a deposit of NT\$3,000 within the prescribed period, as announced by the Student Life Guidance Division, to reserve the bed.

七 住宿期限為一學年，住宿期間除因畢業、休學、退學或其他疾病或具攻擊性精神疾病等情況經核

准退宿，得依「中華大學學生住宿費繳費及退費辦法」申請退費外，其餘情況概不退費。

7. The duration of accommodation is one full academic year, and no refunds will be given in any case, except for cases of graduation, suspension, withdrawal from the school, mental illnesses and violent behaviors or other serious illnesses. Refunds maybe given to students in the above mentioned situations in accordance with the "CHU Student Housing Fee Payment and Refund Policy".

八 住宿滿一學年（不含寒暑假），經關舍檢查，宿舍無損壞、環境清潔且宿舍鑰匙完整歸還者，保證金無息退還。**未住滿一學年者，保證金不予退還。**

8. The deposit will be refunded without interest to resident students who have lived in the dormitory for one academic year, excluding summer and winter vacations; and whose dormitory room conditions have passed the inspection by the residence staff member as to being intact and tidy, and whose dormitory keys have been returned. The deposit will not be refunded if the student has lived in the school dorm for less than a full academic year.

#### 九 違規處罰

##### Penalty for non-compliance

(一) **留宿賓客或違反進入異性宿舍規定或帶異性進入浴室沐浴者，違規者各罰款新臺幣3,000元。**

(1) Those who enter the dormitory of the opposite sex or bringing the opposite sex to stay overnight or to shower in the dorm will each be fined NT\$3,000 .

(二) **讓予床位或頂替床位者，雙方各罰該宿舍費三倍罰款。**

(2). Both parties will be fined three times the usual dormitory fee if a bed is found transferred from one party to the other without permission.

(三) **未具住宿權擅自留宿者，依入住日數處以公告日額10倍罰款，惟罰款總額不逾當期住宿費二倍。**

(3). A person who stays overnight without authorization is subject to a fine of 10 times the published daily rate according for the number of days of his/ her stay, provided that the total fine does not exceed two times the current dormitory fee.

(四) 借用臨時感應式IC卡，因故遺失或損壞且未按時歸還賠償者，罰款新臺幣200元。非一般生得繳新臺幣500保證金（含鑰匙、IC卡），離校時退還。

(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 registered CHU students are required to pay a deposit of NT\$500, which include key and IC card, will be refunded upon checking out.

(五) 宿舍冷氣相關設備，因不當使用或人為因素破壞而致損壞，依修繕費用照價賠償。

(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.

(六) 宿舍偷竊，取消在校申請宿舍權及住宿資格。

(6). Dormitory theft will result in loss of dormitory privileges and housing status.

(七) **使用宿舍相關資源(設施)營利者，視情節輕重，得處以新臺幣10,000元以下之罰款。**

(7). Those who use the dormitory resources and /or facilities for profit-making may, depending on the circumstances, be fined up to NT\$10,000.

(八) **寢室內烹煮食物者，罰款新臺幣3,000元。**

(8). Anyone who cooks in the dormitory room is liable for a fine of NT\$3,000.

(九) 若因故意或過失致使他人傷害或宿舍建築、財物損害者，應負公共危險責任及損害賠償責任。

(9). Resident students who intentionally or negligently cause injury to others or damage to the dormitory buildings or to property, shall be liable for public danger and damages.

(十) **逾期完成遷出手續者，每逾一日每床逐日累計罰款新臺幣1,000元；逾期未歸還鑰匙罰款新臺幣500元；未完成寢室清潔復原或留置私人廢棄物者，應罰清潔費每人新臺幣1,000元。**

(10). Resident students who overstay the deadline to move out shall be fined NT\$1,000 per bed per

day; if their key is not returned, they shall be fined NT\$500; residents who do not complete the restoration of the room or who leave waste upon checking out shall be fined NT\$1,000 per person for the cleaning fee.

以上違規處罰（除第四、五、八、十款外）視情節輕重得取消在校申請宿舍權及住宿資格，且不退還已繳交之宿舍費。若拒繳罰款者，則依本校學生獎懲實施規定議處。

The above penalties -except those in Sections 4, 5, 8, and 10- will be applied in accordance with the seriousness of the violation and be disqualified from applying for the dormitory right and residence status, and the paid dorm fee will not be refunded. If the student refuses to pay the fine or the penalty, he/she will be punished according to the regulations of the University.

十 住宿期滿遷出宿舍時應依規定將寢室打掃乾淨恢復原狀，私人物品未清除、違禁物品未按時領回者視同廢棄物，由校方逕行處理，住宿生不得異議或要求任何賠償。宿舍原有設備如有毀壞或遺失者，應依財產清單價值表之規定賠償。

10. When moving out of the dormitory at the end of the period, the dormitory should be cleaned and restored to its original state according to the regulations. If personal belongings are not removed, or if prohibited items are not claimed on time, they will be considered as discarded and will be handled by the school, and students will not be allowed to object or request or claim any compensation for the loss or damage of personal belongings. If any of the dormitory property or equipment is damaged or lost, it shall be compensated according to the list of property values.

十一 為確保住宿安全及協助學生養成正常作息，住宿生需刷卡感應方能進入宿舍，凌晨 01：00-05：00 宿舍實施斷網。

11. In order to ensure the safety of the dormitory and to help students develop a normal schedule, resident students are required to swipe their student ID cards to enter the dormitory. Internet disconnection will be implemented from 01:00 until 05:00 AM in the dormitory.

十二 親友來訪應持證件登記，訪客須於晚間 9 時前離開宿舍。

12. Visitors are required to leave the dormitory before 9:00 PM

十三 為提升住宿生防災觀念，住宿期間應參加宿舍各項防災演練。

13. In order to enhance the concept of disaster prevention, resident students should participate in disaster prevention drills in the dormitory.

十四 安全管制規定事項

14. Safety Control Requirements

(一) 不得留宿親友、同學、外賓。

(1) No sleeping over for relatives, friends, classmates or guests in dorm room.

(二) 為維護宿舍安全，**男女生進出異性宿舍須經住服中心（假日值班教官）核准後，依規定穿著識別背心後始得進入，惟每日十七時至翌日八時一律不得進出或逗留異性宿舍。違反上述規定者依本同意書第九點第一項第一款規定論處。**宿舍搬遷時之開放時間及規定另行公告之。

(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 17:00 to 08:00 the next day every day whatsoever. Those who violate the above regulations will be punished according to paragraph 1, item 9 of this agreement. The opening hours and regulations of the dormitory building will be announced separately during checking out season.

(三) 不得在宿舍內存放違禁品及易燃物品(如：酒、煙火、爆竹、汽油、麻將、麻將桌等)。

(3) Prohibited items and flammable objects are not allowed to be stored in the dormitory; e.g. mahjong tiles, mahjong tables, alcohol, fireworks, firecrackers, gasoline, etc.

(四) 不得在宿舍內炊膳。

(4) No cooking is permitted in the dormitory room.

(五) 除小型收錄音機、電鬚刀、吹風機、檯燈、電腦外，**寢室內不得使用及置放電冰箱、電爐、電熱器、電視機、瓦斯爐、酒精爐、微波爐、電磁爐、電烤箱、電鍋、烤麵包機、電熱水瓶、電熨斗等之高耗電力，有安全堪慮之電器。**

(5) Except for small radios, electric razors, hair dryers, desk lamps, and computers, the following items are not permitted in the dormitory: 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

(六) **不得在宿舍內飼養或餵食動物。**

(6) No animals shall be kept or fed in the dormitory.

(七) 宿舍內應保持寧靜、不得喧嘩、爭吵及鬥毆。

(7) The dormitory building should be kept quiet, free of noise, quarrels and fights at all times.

(八) **宿舍內嚴禁賭博、吸菸、飲酒、吸毒或其他有違善良風俗之行為。**

(8) Gambling, smoking, drinking, taking drugs and other behaviors against the goodwill and the personal well-being and safety of resident students are strictly prohibited in the dormitory.

(九) 不得擅自調動寢室及床位。

(9) Resident students may not arbitrarily change the rooms and/or beds in the dormitory.

(十) 離開寢室應該關閉電源並鎖好門窗；不得有妨礙他人之聲響及行動。

(10) When leaving the dormitory, the power supply should be turned off and the doors and windows should be locked.

(十一) 不可在宿舍內從事政治及宗教性之活動，以免干擾他人之生活秩序或影響宿舍之安寧。

(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.

(十二) 發生緊急竊盜或重大意外事故時，生輔組成員、舍監、宿舍輔導員及學生宿舍自治會幹部得協同教官，進入寢室檢查或處理（現場需保持完整），必要時得報警處理。

(12) In the event of an emergency, theft, or a major accident, the members of the student support team, dorm keepers, dorm counselors, and student dormitory self-government cadres may cooperate with the instructors to enter bedrooms for inspection or treatment. The site must be kept intact for investigation. And law enforcement will be called upon when and if necessary.

十五、如有重大違規行為，除通知學生家長與班級導師外，並依本校學生獎懲實施規定議處。

15. Resident students who committed major misconducts, apart from being reported to their parents and their class advisor, will also be handled in accordance with the school's regulations on awards and penalties.

十六、違反住宿管理辦法一次扣 10 點或累計達 10 點者，即勒令退宿其住宿保證金不予退還。

16. Residences who are deducted 10 points will be expelled from the dorm and their deposit will not be refunded.

十七、住宿報到時，憑住宿費及保證金繳費單據領取寢室鑰匙。

17. 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.

十八、本同意書如有未盡事宜，悉依「中華大學學生宿舍住宿管理辦法」及相關規定辦理。

18. Any matters not covered in this agreement will be handled in accordance with the "CHU Campus Housing Regulations" and related regulations.

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本校為蒐集學生住宿同意書暨生活公約之個人基本資料，依個人資料保護法第 8 條規定向您告知下列事項：

1. 蒐集之目的：為辦理住宿生進住宿舍及閱讀知悉住宿相關規範。
2. 個人資料利用之期間、對象及地區：本校將於校務地區進行必要之業務聯繫；利用期間至您畢業為止。
3. 個人資料利用方式：本校利用您的資料進行各項聯繫與住宿管理。
4. 有關學生宿舍住宿問題請洽本校學務處住宿服務中心(電話 03-5186166-68)。

CA1-4-004-

The personal information disclosed in the CHU Campus Housing Consent Form is under protection of the “Personal Data Protection Law” in this country; and therefore, the person who provides the information is subject to the provisions found in Article 8 of the law:

1. Purpose of the info inquiry:  
Dorm room assignment, Check-in procedure, Notification of the relevant regulations on accommodation.
2. Extent of the use of the info:  
Necessary school business contacts on campus from students' registration until their graduation.
3. Method of the use of the info:  
Necessary school business contacts with the students and campus housing management.
4. For questions about accommodations in the student dormitory, please contact the Accommodation Service Center of school's Academic Affairs Office at 03-5186166-68