

Application Procedure of Dormitory Discontinuity / Give up bed

1. For existing dormitory-qualified students who have no intention to continue living in the dormitory for the next academic year, you are not required to pay the accommodation deposit and MUST apply for the Dormitory Discontinuity / Give Up Bed process.
2. Target Applicants:
 - (1) Existing undergraduate students.
 - (2) Existing postgraduate students.
 - (3) Overseas students (including postgraduate students).
 - (4) Students who have completed their studies in the current semester, such as exchange students, 3+1 exchange students, and twinning program students, are exempt from applying. The system will automatically verify their status.
3. Application Period:
 - (1) Fall class | Before May 31st every year.
 - (2) Spring class | Before December 31st every year.
4. Application Procedure:
 - (1) Please fill up and submit the Special Reason for Giving Up Dormitory Bed Capacity Form to the Office of Student Housing Service Section (SHSS) located in Section C, 1st Floor of the Male Dorm if you have a special reason such as graduation, leave of absence, withdrawal, transfer, internship, oversea exchange, and other unpredictable reason.
 - (2) Before leaving, please return the room key to the front desk on the 1st floor (Male and Female Dormitory) and complete the check-out process. You can leave the dormitory only after your room has been inspected and approved.
5. Attention Matters:
 - (1) Your dormitory will be renewed automatically with an accommodation fee incurred for the following year if you fail to make the application before the deadline. You have to make the necessary application as soon as possible if you don't want to continue staying at the dormitory.
 - (2) All the dormitory students must leave the dormitory before the deadline for the semester end (The deadline for undergraduates is two days after final exam week; the deadline for postgraduates is July 31).
 - (3) The tenure for bed capacity is for one year. Those who have been approved for room check-out (including special reason, self-willingness, and forced check-out) must leave the dormitory within two weeks.

(4) While checking out from the dormitory room, please ensure the cleanliness of the bed and room, remove the personal items from the room, and return the public-used items to their original condition. Failure to follow the regulations will result in a daily rental fee charged until you move out, and the university will handle the situation according to its regulations. If your items affect other tenants or exceed the deadline, they will be regarded as waste and disposed of accordingly.

6. Relevant documents download:

(1) Special Reason for Giving Up Dormitory Bed Capacity Form

(2) Room Check-out and Deposit Refund Application Form

不續住〈放棄床位〉申請作業事項

一、現住宿生如符合續住資格，而下學年度無續住意願者，除不須繳納住宿保證金外，另須辦理放棄床位申請。

二、申請對象：

(一) 本籍大學部學生。

(二) 本籍研究所學生。

(三) 境外學位生〈含研究生〉。

(四) 本學期修業期滿者如交換生、3+1 交換生、雙聯生等免申請，系統將自動檢核。

三、申請時間：

(一) 秋季班 | 每年 5 月 31 日前。

(二) 春季班 | 每年 12 月 31 日前。

四、申請流程：

(一) 特殊原因如畢業、休學、退學、轉學、實習、出國交換及不可抗力之原因經核可而放棄床位者，請填寫「元智大學住宿生特殊原因放棄床位切結書」逕送宿服組〈男一舍 1 樓 C 區〉申請。

(二) 離宿前請持寢室鑰匙逕至男/女一舍櫃台辦理退房相關手續，原住床位經檢核通過始可離宿。

五、注意事項：

(一) 若於公告期限內未提出申請者，將自動視為次學年續住，住宿費將併入註冊單中，

如欲不續住請即早辦理，以免衍生相關費用。

- (二) 學期結束所有住宿生必須於住宿截止日前搬離宿舍。住宿截止日：大學部→公告退宿截止日，研究所→7月31日止)
- (三) 申請之床位一次為一學年，核准中途退宿者含特殊原因退宿、自願退宿、違規退宿應自核定之日起兩週內搬離宿舍。
- (四) 遷出原住寢室或原床位應打掃乾淨，將所使用之公物保持完整，個人物品務必完全清離，床位完全淨空。如未按規定辦理，除須按日補繳住宿費直到遷出為止外，並視情節輕重，按校規處置。若影響他人入住或已達通知截止日，則遺留物品視同廢棄物清除。

六、相關表單下載：

- (一) 元智大學住宿生特殊原因放棄床位切結書
- (二) 元智大學住宿學生退宿退費申請書