

Dorm Check-out Process

Leave Dorm

Required to live for one academic year.

If the residence period is less than one academic year, you should continue to live in the next semester.

< Except for those who are qualified to check out like below (A/B/C situation) >

Room key

- Keep it by yourself

Counter

- No need to check out

Valuable belongings

- Be sure to take it away

Personal belongings

- Lock in personal closet

Non-Personal area

- Occupation is strictly prohibited to avoid breaking the law

Check-out

A. Those who do not continue to stay after one-year length of stay.

B. Those who apply for giving up accommodation and are approved.

C. Short-term dormitory residents.

Bed

- Clean & Tidy
- Bed checking must be completed within one day before leaving

**Male/Female 1st
Dorm Counter**

- Go there with the Proof of Withdrawal (issued by school)
- Return the key and sign out

Take back deposit

- Do not process on weekend and after working hours.
- The full deposit will be refunded if only passing the check-out inspection.
- According to the regulations, if you haven't stayed for enough one academic year, you cannot get refund of the deposit and remaining dorm fees.

期末離(退)宿流程

離宿

依規定需住滿一學年。

住宿未滿一年，次學期應續住。 <符合退宿資格者除外>

鑰匙

- 自行保管

櫃台

- 不需簽退

貴重物品

- 務必帶走

個人物品

- 鎖進個人衣櫃

非個人區域

- 嚴禁佔用以免觸法

退宿

A. 住宿期滿一學年後不續住者；**B.** 申請放棄住宿審核通過者；**C.** 短期住宿生。

床位

- 淨空、整潔
- 離宿前一天內需完成床位檢查

櫃台 (男/女一舍)

- 持放棄床位切結書 (經學校審核通過) 前往
- 歸還鑰匙並簽退

住宿保證金

- 請勿於假日或下班時間辦理。
- 退宿檢查合格，得全額退還。
- 住宿未滿一學年自願放棄者，依規定不退還保證金及次學期住宿費