2016 Yuan Ze University Student Housing Service Winter Vacation Dormitory Announcement

All must move out before Jan 16th 〈Mon〉 12:00pm, except the ones completed winter housing application, graduate students, CSC/IM 3+1 program exchange students.
Any one has not moved out before deadline will be charged additional fee and must follow all rules according to the winter vacation dormitory regulations.

Students moving back for 1052

Clear & clean your room

- ➢ **Winter camp participants will move in**
- ➢ Only place your luggage on your bed and in closet & must clean up before leaving.
- ➢ Items on your bed must be boxed & sealed & closet must be locked.
- ➢ **Remove all valuables from the room.**
- ➢ School will not be responsible for any item left in the room (you take your own risk by keeping anything in the room during the vacation).

Things put on your bed must be boxed and tape sealed. Also the clothes chest must be locked

Remove all items & clean the entire area (desk top, bed corners, floor, etc.)

No need for termination

No need to return the key nor check out at the front destk.

Students not moving back

ex : graduated、intern、outside campus rental、drop-out、transfer, etc. Must turn in termination application.

Clear & clean your room

Take away all your things and clear & clean up your room

Apply for room check-up

- ➢ Go to the counter at 1st floor to request staff to check your room for clearance or penalty fee.
- ➢ Please leave the air conditioning remote control in the room.
- ➢ Please turn off all the electricity equipment before leaving (Head light, desk light, computer, fan, etc.) for safety, also lock the window & pull back the curtains to avoid humidity & pests.
- ➢ Lock the door behind you.

Apply for termination

- ➢ Must go to front desk to file for termination and turn in the key.
- ➢ Check your mail box for unclaimed mail, packages and un-returned rental items.

If you do not file for termination and complete the proper process, you will not be able to proceed with your graduation procedure in order to graduate.