

Yuan Ze University Student Dorm Refund Application Form

元智大學住宿學生退宿退費申請書

Student Name : _____ originally resides in

Building# _____ Room# _____ Bed# _____ /

Student Id # : _____ Department/Year : _____

Reason for moving out : _____

Residing location after moving out : _____

Most efficient mean/number of contact : _____

Guardian name/signature : _____ (Phone# : _____)

Student Affairs Office(Mainland student) or Department Officer signature(教官) : _____

Dorm Manager Signature : _____ // Year _____ Month _____ Day _____

Student must completely clean & clear out bed space, return key, and clear all school rental before proceed with refund procedure with this application form.

Note: According to the YZU student dorm management related regulation rule #8, student dorm application is based on one school year and no refund will be available for any voluntary or penalized accommodation termination before the end of the school year.

Below is to be completed by the Student Housing Service:

Student files refund application is due to graduation suspension withdrawal transfer or other approved reason and fulfills below refund standard (according to the Ministry of Education related regulation announcement.) :

1、Never checked-in and applied within the 1st week of registration----full refund

2、Applied within 1/3 into the semester----refund 2/3

3、Applied within 2/3 into the semester----refund 1/3

4、Applied exceed 2/3 into the semester----no refund

(Based on actual refund application date) student should be refunded : NT\$ _____

Handling Personnel Signature : _____ Year _____ Month _____ Day _____