

National Yunlin University of Science and Technology Key Points of Student Dormitory Administration

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1. In order to achieve the purpose of student life counseling and to improve the management of student dormitories, this course is designed.

2. The Discipline Section of the Office of Student Affairs (hereinafter referred to as the Discipline Section) plans and supervises the student dormitories and designates instructors, school security personnel, administrative assistants, and workers to carry out dormitory management (the administrative assistants and workers in the dormitory area are hereinafter referred to as the administrators).

3. Residential students shall organize a Student Dormitory Life Self-Governance Committee (hereinafter referred to as the Dormitory Committee) to regulate dormitory life, promote dormitory self-governance, fight for the welfare of residential students, and assist dormitory management, with the details of the organization and the incentives to be stipulated separately.

4. Students applying for housing should apply to the Discipline Section in accordance with the following paragraphs:

(1) Eligibility:

- A. University dormitory: students from the 4-year under-graduate program and 2-year under-graduate program-
- B. Graduate student dormitory: students of master's and doctoral programs of the graduate school of the University.

(2) Application time: new students should apply for accommodation according to the announcement time; old students should apply for accommodation for the next academic year according to the announcement time.

(3) Students should apply for accommodation in accordance with the regulations and complete the signing of the accommodation contract within the specified period. Otherwise, the student will be regarded as

giving up his/her application for accommodation. The content of the accommodation contract will be stipulated separately.

(4) The principle of applying for the dormitory is for one academic year. Students who have been expelled from the dormitory due to poor records will not be allowed to apply for the dormitory again.

5. After the Discipline Section accepts the application for accommodation, it may assign the dormitory according to the designated dormitories for the first year (including the third-grade freshmen in the two-year under-graduate program), the second-grade or above (old students), and the graduate students of the university department in accordance with the stipulated order; if there are not enough beds, the beds will be assigned according to the order of the drawing of lots.

6. Persons with the following status may apply for accommodation without drawing lots:

(1) Children from low-income families who are exempted from boarding fees in accordance with the Ministry of Education's regulations on schooling subsidies for low-income households (a copy of the certificate issued by the township office or above must be attached).

(2) Students with physical disabilities (a copy of the physical disability handbook or a valid certificate issued by the Committee for the Identification and Placement of Students in Special Education must be attached) and students with moderate or more severe disabilities (who are living on their own) who need assistance from others (limited to one volunteers).

(3) Foreign students, overseas Chinese students in their first year of study, or those who have reserved a bed in the dormitory by the decision of the relevant organization.

(4) Students with special circumstances such as medical conditions, family difficulties, or emergencies who require individual evaluation. These students must complete the "Special Circumstances Accommodation Application Form" and attach appropriate documents such as a copy of the household registration transcript, proof of family income, a copy of the Low-Income Household Certificate, a copy of the Disability Handbook, a certificate of indigence, or other relevant supporting documents. The application must be reviewed and approved by the Discipline Section

(5) Students who have participated in student service organizations and have contributed to the student dormitory, and have been approved by the the Office of Student Affairs as students with outstanding performance.

(6) Other special cases that have been reviewed and approved by the Dean of Student Affairs.

(7) Students who are exempt from the lottery can only choose room types other than air-conditioned suites.

(8) Students who are exempt from the lottery are not allowed to apply for withdrawal, except under the circumstances specified in Article 14, Paragraph 3. In such cases, the application shall be processed in accordance with the provisions of that article.

7. Application for accommodation submitted within the prescribed application period will be prioritized as follows. (When the existing beds cannot meet the demand for a particular order, that order will be allocated by drawing lots):

(1) Undergraduate Programs

- A. Students who are exempt from the lottery.
- B. First-year of a four-year program.
- C. The first-year of a transfer student.
- D. D Third-year of the two-year program.

E. Second-, third-, and fourth-year students in the four-year program and fourth-year students in the two-year program will be prioritized according to the Student Residence Hall Life Record Implementation Regulations (to be stipulated separately):

- i. Priority will be given to students with higher merit points.
- ii. Off-campus students with no merit points.
- iii. On-campus students with no merit points.

F. F. In-service undergraduate students.

(2) Graduate Programs

- A. Students exempt from the lottery.
- B. General graduate students (including transfer students).
- C. In-service graduate students.

(3) Students who request accommodation after the application deadline will be placed on a waiting list according to the time of their application, except for those granted priority as specified in Item 6 above.

(4) First-year students in the four-year program who were unable to obtain a residential bed due to bed shortages may be added to the priority list, ranked after those who are exempt from the lottery.

8. Students who have been approved for dormitory accommodation through an announcement or notification must pay the dormitory fee within the stipulated period. Those who have applied for an extension of the payment deadline and received approval may pay according to the extended schedule.

9. Dormitory fees shall be paid as follows:

(1) The dormitory fee includes both the accommodation fee and a security deposit. The security deposit may be used to cover charges such as: liquidated damages for early withdrawal (before completing one full year of stay), key replacement fees, card replacement fees, cleaning fees, and any damages to dormitory facilities. If the deposit is insufficient to cover these costs, the University may require the responsible student to pay the remaining amount. Fees are determined and adjusted based on actual dormitory conditions, subject to approval by the competent authority, and will be announced accordingly.

(2) Accommodation fees for winter and summer vacation shall follow the Summer and Winter Vacation Accommodation Guidelines, which will be stipulated separately.

(3) Refunds for security deposits for the regular academic year or for winter and summer vacation will be processed by the Discipline Section of the Office of Student Affairs after the end of the relevant period. If a graduating or withdrawing student fails to complete the refund account registration within one month after leaving the University, the unclaimed funds will be transferred to the dormitory fund. Refunds may be processed after the student completes account registration.

(4) The collection and calculation method of dormitory air-conditioning and electricity fees shall be implemented upon approval by the President Chen, as submitted by the Discipline Section of the Office of Student Affairs.

(5) Accommodation fees subsidized by the Ministry of Education for low-income households include air conditioning usage fees mentioned above. Students assigned to air-conditioned dormitory rooms must pay the relevant fees regardless of whether they use the air-conditioning equipment (except for students have not applied for air-conditioned dormitories and have been assigned to live in the dormitories).

(6) New students shall download the accommodation payment slip and complete the payment after the announcement of the accommodation list.

(7) For newly admitted students in Year 1 of the four-year program and Year 3 of the two-year program, due

to the delayed processing of dormitory applications, accommodation fees will be collected in advance. Refunds for students who are not assigned accommodation will be processed by the Discipline Section based on compiled records.

10. Residential students must check into the beds assigned to them at the designated time and are strictly prohibited from transferring or subletting their beds to others. Violators will forfeit their right to dormitory accommodation throughout their period of enrollment, as will any third parties involved, and will be subject to disciplinary action in accordance with university regulations. If a student needs to change their assigned bed due to special circumstances, they must complete a "Bed Change Application Form" (available from the Discipline Section or the Dormitory Committee website), and may only proceed with the change after obtaining the required approvals.

11. Upon moving into the dormitory, students must conduct an inventory check of the provided furnishings and equipment to establish accountability.

12. Students must abide by the "Residence Life Agreement" and work together to uphold the dormitory's safety, hygiene, environmental sustainability, discipline, and comfort. The contents of the agreement are stipulated separately.

13. To strengthen and implement the University's health management and promotion efforts, all residential students are required to undergo a health check before moving into the dormitory.

(1) New students must submit a valid health examination report completed within the past six months before moving into the dormitory. The examination may be conducted either through the University's health service or at an external medical institution, provided that it includes all items specified in Article 5 of the Implementing Measures for Freshman Health Examinations of National Yunlin University of Science and Technology:

- A. Students who fail to submit a chest X-ray report will not be allowed to move into the dormitory. (This does not constitute a revocation of dormitory eligibility.)
- B. The issuance of the temporary dormitory access card may be delayed for students who fail to submit the remaining required health reports.

(2) When determining the residence status for the new academic year, former students are required to cooperate with the Discipline Section to pay the report of chest X-ray examination within three months, and those who have not paid the report will not be allowed to live in the dormitory (not disqualified from the residence status).

(3) Students who have been diagnosed by a physician as having a suspected or confirmed infectious disease will be placed in alternative housing or isolated at home.

14. If you wish to withdraw from a dormitory during the academic year, you will need to fill out a withdrawal form and have it approved at the withdrawal review meeting before completing the withdrawal process. The refund regulations are as follows:

(1) If a student applies to withdraw from the dormitory before the first year of stay (including pre-arrival application), he/she will be charged a penalty of NT\$1,800 (no penalty will be charged for exchange, internship, or graduation students who apply to withdraw from the dormitory upon presentation of a certificate).

(2) For first semester withdrawals, new students will be refunded the full amount of the accommodation fee (no refund of \$1,800) from the date of admission announced by the Discipline Section (for students who are offered a replacement dormitory, the date of notification of replacement; for overseas Chinese

and exchange students who arrive at the university after the date of admission announced, the actual date of admission); old students will be refunded the full amount of the accommodation fee (no refund of \$1,800) if they withdraw from the dormitory within seven working days (including the date of the contract); students who withdraw from the dormitory between the eighth working day (including the date of the contract) and the 14th working day (including the date of the contract), the full amount of the accommodation fee (air-conditioned room, including the fee for the use of air-conditioning equipment) and the penalty fee. Those who withdraw from the program within seven working days (inclusive) will be refunded the full amount of the accommodation fee (no refund of the penalty fee of NT\$1,800); those who withdraw from the program between the eighth working day (inclusive) and the fourteenth working day (inclusive) will be required to pay 1/2 of the accommodation fee (including air-conditioning fee for air-conditioned rooms) as well as the penalty fee; those who withdraw from the program after the fifteenth working day (inclusive) will be denied a refund of accommodation fee.

(3) Students who wish to withdraw from second semester housing should apply in person to the Discipline Section before December 31 of each year to be exempted from paying the second semester housing fee (NT\$1,800 non-refundable); students who wish to withdraw from January 1 to January 31 of the following year will be required to pay 1/2 of the housing fee (including air-conditioning fee for air-conditioned rooms) and the non-refundable penalty fee; and students who wish to withdraw from the program after February 1, 2012 (included) will not be refunded the housing fee (including air-conditioning fee). If you check out after February 1 (inclusive), the lodging fee will not be refunded (including air-conditioning fee for those staying in air-conditioned rooms).

(4) The following circumstances are exempted from the provisions of the above two paragraphs: if you apply for a refund before checking in, you shall pay a penalty of NT\$1,800; if you apply for a refund after checking in, you shall be refunded the amount of money based on the actual number of weeks of lodging, in addition to the penalty.

- A. suspension or withdrawal from school
- B. inability to stay in the dormitory due to serious illness
- C. exchange student to a friendly school approved by the school.
- D. Unable to stay in the dormitory due to a sudden change in the family.
- E. Other special circumstances as determined by the Office of Academic Affairs.

(5) If a student is expelled from the dormitory for violating dormitory regulations, the dormitory fee and security deposit (including air-conditioning fee for air-conditioned rooms) will not be refunded (the security deposit will be refunded for those who have completed one academic year (two semesters) of dormitory fees).

(6) Residential students are required to complete the withdrawal process within 7 days after receiving the notice of withdrawal.

15. When you leave the dormitory, you should first check whether the items and equipments on the dormitory are in good condition. If you find any damage or malfunction, you should take the initiative to inform the administrator, and if it is a human damage, you should compensate for it according to the actual price of the repair or purchase, and according to the Student Scholarship and Sanctions Program of the University, and the amount of the compensation will be deducted from the deposit in the first place, and the shortfall will be compensated separately.

16. When you leave the dormitory, you are expected to put all public facilities in order and place your

personal belongings in the designated public space or take them with you. All personal belongings placed in the public space must be retrieved within one week after the start of the semester, or they will be treated as waste (the dormitory will not be responsible for their safekeeping).

17. If there is a roommate who leaves first, the head of the household (or the last person to leave) should check the cleanliness of the environment or the items, and if there is any problem, he/she should inform the caretaker immediately to deal with it.

18. Students who have been withdrawn from the dormitory should report their withdrawal to the administrator, who will check whether the dormitory environment has been restored to its original state, return the dormitory key and confirm the cancellation of the access privileges, and follow the regulations mentioned in point 14 above if any damage to the facilities is found. Upon completion of the withdrawal procedure, those who have paid the dormitory fee for one academic year (two semesters) will be deemed to have fulfilled the contract, and the administrator will report to the Discipline Section for a refund of the dormitory deposit.

19. Applications for the use (borrowing) of public facilities around the dormitory, such as the square in front of the water tower and the barbecue area, should be submitted to the Student Support Office or the Residence Hall Committee.

20. Dormitory water, electricity, and fuel control should be supervised by the dormitory administrators to enforce the principle of regular and quantitative supply. The time of supplying water, electricity, and fuel to the student dormitories will be announced by the Discipline Section depending on the funding situation.

21. The regulations governing the maintenance of the dormitories are as follows:

(1) Before entering the dormitory, each facility maintenance staff must report to the administrator, wear identification undershirts (badges), and then enter the dormitory in accordance with the regulations.

(2) Facility maintenance personnel must follow the guidelines of the student dormitory to carry out maintenance work, and will be terminated if they violate the guidelines.

22. Accommodation and storage regulations during the summer and winter vacation periods are as follows:

(1) Residents should bring back their belongings during the summer and winter vacations. Bulky and heavy items that are not convenient to bring back should be neatly and securely tied up, labeled, and placed in the designated location provided by the school, and claimed within one week after the start of the school year, or they will be treated as waste (the school is not responsible for the safekeeping of the stored items).

(2) During winter and summer vacation, all dormitories are closed according to regulations, except for the approved dormitories.

(3) If there is a need for accommodation during the winter and summer vacations, it will be handled in accordance with the university's "Accommodation Points for Winter and Summer Vacations".

23. On-campus and off-campus camps may apply for dormitory housing only during winter and summer breaks. After the application has been approved by the Office of the Registrar, the application will be processed in accordance with the regulations.

24. In case of emergency or special injury or illness, the University may requisition a student dormitory for an act that is in the public interest, provided that students are notified in advance of the requisition to make bed adjustments in a manner that does not jeopardize the students' right to housing.

25. This summary has been approved by the Student Affairs Council, signed by the President for approval, and amended.