

長榮大學學生住宿保證金收取及退費實施辦法  
Chang Jung Christian University  
Regulations for the Collection and Refund of the Security  
Deposit for Accommodation in the Dormitories

104.3.25 學生事務委員會會議修正通過  
03-25-2015 Amended and Approved by the Student Affairs Committee Meeting  
105.5.17 學生事務委員會會議修正通過  
05-17-2016 Amended and Approved by the Student Affairs Committee Meeting

- 第一條 依據教育部「專科以上學校向學生收取費用辦法」辦理。  
Article I: This set of Regulations is instituted in accordance with the “Regulations Governing the Collection of Fees from Students at Schools of Higher Education”.
- 第二條 目的：為健全本校住宿保證金收取及退費制度，並有效運用於宿舍各項設施管理與維護，以永續發展經營，提供住宿學生安全、舒適、完善之住宿環境。  
Article II: Purpose: This set of Regulations aims as the establishment of a viable system for the collection of security deposits from students for accommodation in the dormitories and the refund of the deposit, the efficient use and proper maintenance of dormitory facilities and the sustainability of dormitory administration so that students can enjoy a safe, comfortable, and perfect living environment.
- 第三條 住宿保證金收取方式  
Article III: The collection of the security deposit for accommodation in the dormitories
- 一、收取金額：新臺幣參仟元整。
    1. Amount for collection: NT\$3000
  - 二、收取方式：二年級以上學生於申請通過或中籤後收取住宿保證金，一年級學生登記床位前收取住宿保證金。
    2. Procedure of collection: Students in the second year or higher shall make a security deposit after their application has been approved or they have been picked in the random drawing. First year students shall make the security deposit before registration for accommodation in the dormitories.
  - 三、收取單位：統一由總務處出納文書組收取住宿保證金。
    3. Collector: The Cashier and Documentation Section of the Office of General Affairs shall be responsible for the collection of the security deposits.

#### 四、收取用意

#### 4. Purpose of collection

(一) 宿舍床位保證。

(1) Guarantee the reservation of a bed.

(二) 設施損毀保證金(係指宿舍公物非自然之損害、離舍時未清理乾淨之清潔費、鑰匙或宿舍借用物品未繳回等)。

(2) As security against any damage to dormitory property (including damage to dormitory property not under natural loss, the fee for cleaning the dormitory rooms if the students do not perform cleaning on departure, and the failure of students to return the key or dormitory items).

#### 第四條 住宿保證金退費規則

#### Article IV: Rules for the refund of the security deposit

一、本校住宿生於住滿一學年(共計上、下兩個學期期滿)後,由學務處彙整住宿生名冊,統一向出納文書組申請辦理退費,並將住宿保證金直接匯入學生指定帳戶內(或直接發還給學生)。

1. The Office of Student Affairs shall list the names of students living on-campus for one academic year (first and second semesters) and forward the list to the Documentation Section to request the refund of the security deposits. The security deposits will then be directly remitted to the bank accounts designated by the students (or paid to the students directly).

二、有下列之情形,發還部份住宿保證金或不予退還住宿保證金:

2. If any of the following is applicable, the security deposit will be refunded partially or will not be refunded:

(一) 開學後未住滿住宿期約且欲辦理退宿者,應自行尋覓人員頂替床位,並填具退宿申請表(須檢附頂替床位者之住宿申請暨同意切結書),簽請學務長核准後,始可辦理退宿、退費(含住宿保證金)。

(1) Students who intend to move out of the dormitory before the end of the term as agreed shall seek a replacement for the vacant bed and shall fill in an application for moving out of the dormitory (the application and affidavit of the student who agreed to fill the vacancy shall also be attached), and submit the document to the Dean of Student Affairs for approval. Upon approval, the students may move out of the dormitory and request a refund (including the security deposit).

(二) 同前項申請退宿者,除自行尋覓人員頂替外,其住宿保證

金不予退還，住宿費用依本校「休、退學退費作業規定」辦理，申請程序同前項辦理。

- (2) Students who applied to move out of the dormitory as mentioned in the previous paragraph shall seek a replacement to fill the vacant bed. The security deposit will not be refunded. The fee for the dormitory shall be governed by the “Regulations Governing Refunds for Students in a Temporary Suspension of Studies and Dropped Out”. The application procedure shall be the same as mentioned above.
- (三) 因休學、退學、轉學或因重病等特殊因素，或經證明屬實，不宜團體住宿者，應填具退宿申請表，簽請學務長核准後，始得退宿、退費（含住宿保證金）。
- (3) If a specific student is not suited for living in the dormitory due to a temporary suspension of studies, dropping out, transfer to another school, or critical illness or has proper certification, such student shall fill in an application for moving out of the dormitory and submit the application to the Dean of Student Affairs for approval. Upon approval, the students may move out of the dormitory and request a refund (including the security deposit).
- (四) 嚴重違反校規及住宿規定者，由宿舍管理員檢附相關資料，簽請學務長核准後，辦理勒令退宿作業，其住宿保證金不予退還，住宿費用依本校「休、退學退費作業規定」辦理。
- (4) If a specific student has seriously violated the University Regulations and the dormitory regulations, the Dormitory Administrator shall petition the Dean of Student Affairs with the attachment of related evidence to order the student to move out of the dormitory in which case the security deposit will not be refunded. The dormitory fee shall be governed by the “Regulations Governing Refunds to Students due to a Temporary Suspension of Studies and Dropped Out”.
- (五) 惡意損壞宿舍設施者不予退還住宿保證金。
- (5) Security deposits will not be refunded to students who vandalize dormitory facilities.
- (六) 住宿期間發生以下情形，得發還部分住宿保證金：
- (6) Security deposits will be partially refunded if the following occur during residency in the dormitory:
  1. 未歸還寢室鑰匙、宿舍借用物品者。

- a. Failure to return the key of the room and items borrowed from the dormitory.
2. 每期末關閉宿舍時，住宿生物品未依規定擺放、寢室內物品未清空、寢室未清掃乾淨。
- b. Students living on-campus fail to put their personal effects in the designated place, items used in the dormitory room have not be removed, and the dormitory rooms have not been cleaned at the time the dormitory is closed for the term break.
3. 破壞或遺失宿舍公物設備者。若個人所為由個人賠償，若無法認定時，由全寢室住宿生負責賠償。
- c. Damage or loss of dormitory property. If the offender can be identified, the offender shall be liable for the damage. If the offender cannot be identified, all students in the dormitory room shall assume joint and several liabilities for compensation.
4. 如住宿保證金不足以支付賠償金額者，通知學生於時限內另行補繳；逾時未繳交者，依學生獎懲辦法議處並通知家長處理。
- d. If the security deposit is insufficient to cover the indemnity, the students concerned will be notified to make up the difference by a designated deadline or the students will be disciplined under the “Regulations Governing the Reward and Punishment of Students” and their parents will be notified.

第五條 本辦法經學生事務委員會會議通過後，陳請校長核定後實施，修訂時亦同。

Article V: This set of Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the University President for announcement and causing to come into full force. The same procedure is applicable to any amendment thereto.

# 長榮大學學生住宿保證金收取及退費實施辦法

## CJCU Measures for the Collection and Refund of Students'

### Accommodation Margin

104.3.25 學生事務委員會議修正通過

104.3.25 Revise by Student Affairs Committee meeting

第一條 依據教育部「專科以上學校向學生收取費用辦法」辦理。

The Ministry of Education for the payment of fees to students or above the junior college

第二條 目的：為健全本校住宿保證金收取及退費制度，並有效運用於宿舍各項設施管理與維護，以永續發展經營，提供住宿學生安全、舒適、完善之住宿環境。

Purpose: In order to improve the accommodation deposit refund and refund system, and to effectively apply the facilities management and maintenance of the dormitory, in order to sustainable development and management, to provide students with safe, comfortable and perfect accommodation

第三條 住宿保證金收取方式：

Accommodation deposit method

一、收取金額：新臺幣參仟元整。

Collected amount: NT \$ 3000

二、收取方式：二年級以上學生於申請通過或中籤後收取住宿保證金，一年級學生登記床位前收取住宿保證金。

Method of payment: Students who pass the second grade or above will be required to pay the accommodation security deposit after the application is signed or signed. The deposit for the first-year students will be charged before the bed

三、收取單位：統一由總務處出納文書組收取住宿保證金。

Receiving unit: unified by the General Services Department cashier group to receive accommodation deposit

四、收取用意：

Receive the intention

(一) 宿舍床位保證。

Dorm beds are guaranteed

(二) 設施損毀保證金(係指宿舍公物非自然之損害、離舍時未清理乾淨之清潔費、鑰匙或宿舍借用物品未繳回等)。

Damage to the facilities (refers to the dormitory public nature of the damage, leave the clean-up when cleaning fees, keys or dormitory borrowed items not returned, etc.)

#### 第四條 住宿保證金退費辦法：

##### Accommodation deposit refund method

- 一、 本校住宿生於住滿一學年（共計上、下兩個學期期滿）後，由學務處彙整住宿生名冊，統一向出納文書組申請辦理退費，並將住宿保證金直接匯入學生指定帳戶內（或直接發還給學生）。

Upon completion of the first semester, the Office of Academic Affairs will consolidate the lodging roster and apply to the cashier's office for a refund. The deposit will be remitted directly to the student's designated account (Or directly returned to the student).

- 二、 有下列之情形，發還部份住宿保證金或不予退還住宿保證金：

A refundable portion of the accommodation deposit or non-refundable accommodation deposit shall be made in the following circumstances:

- (一) 開學後未住滿住宿期約且欲辦理退宿者，應自行尋覓人員頂替床位，並填具退宿申請表(須檢附頂替床位者之住宿申請暨同意切結書)，簽請學務長核准後，始可辦理退宿、退費（含住宿保證金）。

Those who wish to apply for a place to stay after the commencement of their studies should find their own beds and fill out the application form (the applicant should submit the application for accommodation and the agreement to sign) After the approval of the dean, can apply for retirement, refund (including accommodation deposit).

- (二) 同前項申請退宿者，除自行尋覓人員頂替外，其住宿保證金不予退還，住宿費用依本校「休、退學退費作業規定」辦理，申請程序同前項辦理。

With the exception of self-seeking personnel replacement, the deposit shall not be refunded, and the accommodation fee shall be handled in accordance with the provisions of the "Hugh and Drop-out Charging Procedures"

- (三) 因休學、退學、轉學或因重病等特殊因素，或經證明屬實，不宜團體住宿者，應填具退宿申請表，簽請學務長核准後，始得退宿、退費（含住宿保證金）。

Students who have been suspended from school, withdrawn from school, transferred to school, or seriously ill due to special reasons, or who have proved to be unfit for group accommodation, should fill out the application form and, upon approval of the Academic Dean, Including accommodation deposit)

(四) 嚴重違反校規及住宿規定者，由宿舍管理員檢附相關資料，簽請學務長核准後，辦理退宿作業，其住宿保證金不予退還，住宿費用依本校「休、退學退費作業規定」辦理。

Those who seriously violate the school rules and accommodation regulations shall be checked and attached by the dormitory administrator. After signing the approval of the Academic Dean, the accommodation deposit will not be refunded. Operating requirements ".

(五) 惡意損壞宿舍設施者不予退還住宿保證金。

Malicious damage to dormitory facilities is not refundable deposit.

(六) 住宿期間發生以下情形，得發還部分住宿保證金：

The accommodation occurred during the following circumstances, may have to return part of the accommodation deposit:

1. 未歸還寢室鑰匙、宿舍借用物品者。

No return of the bedroom keys, dormitory borrowed items

2. 每期末關閉宿舍時，住宿生物品未依規定擺放、寢室內物品未清空、寢室未清掃乾淨。

End of each dormitory closed, the accommodation is not required to display the biological items, the bedroom is not empty items, the bedroom is not cleaned

3. 破壞或遺失宿舍公物設備者。若個人所為由個人賠償，若無法認定時，由全寢室住宿生負責賠償。

Damage or loss of dormitory equipment. If the individual by the individual compensation, if it cannot be identified, by the full-bedroom accommodation students responsible for compensation.

4. 如住宿保證金不足以支付賠償金額者，通知學生於時限內另行補繳；逾時未繳交者，依學生獎懲辦法議處並通知家長處理。

If the accommodation deposit is not sufficient to pay the amount of compensation, notify the students in the time limit to be added; overdue payment, according to the student rewards and punishments to the Office and notify the parents.

三、 住宿保證金以一學年為計價單位，完成續約住宿學生之住宿保證金由上一學年直接計入新的學年，並重新啟算。

Third, the accommodation deposit for a school year as the unit to complete the renewal of accommodation accommodation security deposit from the previous school year directly into the new school year, and re-start.

第五條 本辦法經學生事務委員會會議通過，陳請校長核定後實施，修訂時亦同。

These Measures shall be adopted at the meeting of the Student Affairs Committee and shall be submitted to the President for approval after implementation.