

長榮大學學生宿舍寒暑假住宿收費管理須知
Chang Jung Christian University
Important Notice of Dormitory Fees for Students in Summer and
Winter Term Breaks

99.12.23 學生事務委員會議通過
12-23-2010 Approved by the Student Affairs Committee Meeting
102.9.23 學生事務委員會議通過
09-23-2013 Approved by the Student Affairs Committee Meeting
103.12.22 學生事務委員會議通過
12-22-2014 Approved by the Student Affairs Committee Meeting
105.12.20 學生事務委員會議通過
12-20-2016 Approved by the Student Affairs Committee Meeting

第一條 依據：本校學生宿舍管理辦法辦理。
Article I: Normative Reference: Regulations Governing the Administration of Student Dormitories,

第二條 本辦法適用對象：
Article II: This regulation is applicable to:
一 本校學生(含即將入學之新生)：暑修、工讀、研究、實習、體育訓練或社團活動。
1. Students of the university (including new students to be registered): Summer study, part-time work, research, practical training, sports training or extracurricular activities.
二 校外學生：暑修、已畢業但因特殊需要者留宿者。
2. Students outside the university: Summer study, graduated students who have special needs to use the student dormitories.
三 教會與校外團體。
3. The church and other external groups and organizations.

第三條 寒暑假學生宿舍管理原則：
Article III: The principles for administering student dormitories in Summer and Winter term breaks.
一 學生宿舍每學期期末關閉後，學生一律遷出，以利宿舍檢查維修。
1. All students must move out of the dormitories during the term breaks of each semester and the dormitories will be closed for interior inspection and repair.
二 寒暑假住宿至宿舍開放前一週停止申請住宿，學生宿舍每學期註冊日前二天起開始開放。
2. Residency in the dormitories in the Summer and Winter term breaks shall end one week prior to the beginning of the next semester that the dormitory will be opened again. Student dormitories will be opened again two days prior to the registration date of each semester.
三 寒暑假期間因公或其他原因，必須申請住校，床位應重行分配，相關住宿申請辦法，由學務處訂之。
3. Students who need to live on-campus in the Summer and Winter term breaks for official duties or other reasons must apply for assignment of beds. The Office of Student Affairs shall institute relevant rules and regulations governing the application for using student dormitories during the term breaks.

- 四 寒暑假學生宿舍開放，採集中住宿，逐室、逐層、逐樓分配為原則。
4. The student dormitories are opened to students in the Summer and Winter term breaks with accommodation assigned under the principle of concentration of residency by bed room, by floor, and by building.
- 五 (刪除)
5. (Removed).

第四條 寒暑假學生住宿收費標準：

Article IV: Billing rates for living on-campus in the Summer and Winter term breaks:

- 一 校內學生：住宿費用以週次計算。每學期住宿費用除以學期 18 週再乘以住宿週次。
1. Students of the university: the fee will be charged by the week calculated by dividing the dormitory fee of each semester by 18 weeks and multiplying by the number of weeks of residency.
- 校外學生：每人每日收費依據本校「場地管理權責單位暨收費繳納標準」住宿費除以床數。
- Students from outside the university: the fee will be charged per person on a daily basis in accordance with the “Facility Administrator and Billing Standard” of the university residence fee divided by the number of beds occupied.
- 二 奉核准寒暑假因公留校協助校務、系務之學生，得申請免費住宿，其名額如下：
2. Students who have been appointed to stay on-campus to perform official duties of the university or the department may apply to live on-campus in the Summer and Winter term breaks free of charge. The limit to the number of students for free residency in student dormitories is:
- (一)、四處及各一級單位各 3 名
- (1) Three from the four offices and each of the Level I functional departments.
- (二)、各學院各 1 名，系所、中心各 2 名。
- (2) One from each college, and two from each department, school, and center.
- 三 於本校自辦之寒暑假學生幹部訓練、體育專長集訓與其他社團相關訓練，其收費得由訓練主辦單位簽請校長核定之。
3. For student representatives in a training course, sports training course and other related training by the functions of the university, the organizers of the training shall petition the University President for approval to live on-campus charge for training during term breaks.
- 四 申請免費住宿同學須負責宿舍清潔工作(二日一小時，按申請日數計)，清潔工作由宿舍承辦單位分配，申請人不得有異議，分配打掃區域累計三次檢查不合格或未完成工作時數者，必須繳交全額住宿費(依據申請日數計算)且日後不得登記住宿(含寒暑假住宿)。
4. Students applying to live on-campus free of charge shall be responsible for the cleaning of the dormitory (one hour for every two days depending on the number of days of the student is staying). The administration of the dormitory shall be responsible for the assignment of the cleaning work and the students shall be responsive to the arrangement. If the zone assigned to the students for cleaning fails in the inspection three times cumulatively, or the students concerned do not perform the duties of cleaning for the assigned hours, they shall pay the full rate for residency (by the number of days applied for residency) and are deprived of the right for registration of

residency in the student dormitory (including in the Summer and Winter term breaks) in the future.

- 五 教會與校外團體：依本校「場地管理暨清潔費收費辦法」辦理。
5. The church and external groups and organizations: proceed to the “Regulations Governing the Administration of Facilities and Billing Rate for Cleaning”.
- 六 保證金繳交：凡申請寒暑假之住宿生(含免費住宿生及校外學生)，需至出納文書組繳交住宿保證金 300 元。
6. Security Deposit: Those (including students with a waiver of fees and students from outside) who apply for residency in the student dormitories in the Summer and Winter term breaks shall pay a security deposit for residency of NT\$300 at the Cashier and Documentation Section.
- 七 住宿保證金退還：
 7. Refund of the security deposit:
 - (一)、住宿期間(滿)發生以下情形之一者，得扣除全額住宿保證金：
 - (1) If any of the following occurs in the duration or at the end of the residence period, the security deposit will be confiscated in full:
 - 甲. 因違反宿舍管理規定遭強制退宿處分。
 - i. Violation of the dormitory regulations such that the student is compelled to move out.
 - 乙. 住宿期滿未辦理退宿手續(含退還寢室鑰匙與門禁感應卡、寢室清潔檢查、寢室設施檢查)逕行離去。
 - ii. Failure to complete the move-out procedure at the end of the residence period (including the return of the bedroom keys and door card, health inspection of the bedroom, and inspection of the facilities of the bedroom).
 - (二)、住宿期間(滿)發生以下情形，得扣除部分住宿保證金：
 - (2) If any of the following occurs in the duration or at the end of the residence period, the security deposit will be partially withheld:
 - 甲. 辦理退宿未繳還寢室鑰匙，扣除住宿保證金新台幣 100 元整。
 - i. Failure to return the bedroom key at departure will be subject to the withholding of NT\$100 of the security deposit.
 - 乙. 辦理退宿未繳還門禁感應卡，扣除住宿保證金新台幣 100 元整。
 - ii. Failure to return the bedroom key and door card will be subject to the withholding of NT\$100 of the security deposit.
 - 丙. 寢室清潔檢查不合格，扣除住宿保證金新台幣 200 元整。
 - iii. Failure in the health inspection of the bedroom will be subject to the withholding of NT\$200 of the security deposit.
 - (三)、寒暑假住宿期滿結束，退宿經宿舍管理員驗收合格後，完成退宿手續，於開學後一個月內退款至學生銀行或郵局帳戶。
 - (3) At the end of the term break residency, and after passing the inspection of the Dormitory Administrator with the completion of the required procedure, the security deposit will be refunded to the designated account of the student or the Postal Savings Bank within one month after the beginning of the semester.
 - 八、取消住宿者請攜帶申請表收執聯至宿舍承辦單位辦理。
 8. Students who elect to cancel their registration for residency shall bring the receipt to complete the procedure with the administration of the dormitory.

第五條

學生寒暑假申請住宿，其費用由總務處出納文書組負責收繳，如未完成繳

費程序，應不准進住。

Article V: The fees of students for residency at the dormitory during the Summer and Winter term breaks shall be collected by the Cashier and Documentation Section of the Office of General Affairs. No admission for residency if the fee has not been paid.

第六條 本辦法經學生事務委員會討論通過，送校長核定後實施，其修正亦同。

Article VI: This regulation is subject to the discussion and resolution of the Student Affairs Committee Meeting and the final approval of the University President to come into full force. The same procedure is applicable to any amendment thereto.