

主旨：公告 112 學年度第 1 學期寒假申請學生宿舍住宿注意事項，請依規定辦理。
公告事項：

Announcement:

Announcement 112 Notes on applying for student dormitory accommodation during the winter vacation of the first semester of the academic year. Please follow the regulations.

一、 寒假住宿期間：113 年 1 月 14 日(日)下午 2 時起至 113 年 2 月 06 日(二)中午 12 點止。

winter vacation period: January 14, 2024 (Sun) from 2 pm to February 06, 2024 (Tuesday) at 12 noon

二、 申請時間：12月27日至 113年01月31日(三)止。

Application deadline: From December 27th to January 31st, 2024 (Wednesday).

三、 申請資格 **Requirements** :

(一) 本校學生(含即將入學之新生)：工讀、研究、實習、體育訓練或社團活動。
CJCU College Students: part time, research, internship, exercise, sport club, etc.

(二) 校外學生：已畢業但因特殊需要者留宿者。
CJCU Alumni who need to stay in the dormitory for any reasons.

四、 寒假學生住宿收費標準 **The criteria of winter vacation student dormitory:**

(一) 校內學生：住宿費用以週次計算。每週 730 元。(住宿日期需連續不得間斷)
CJCU student: Accommodation fees are calculated on a weekly basis. 730 yuan per week. (18 weeks)

(二) 校內學生：加收每次清潔費320元。
CJCU student: An additional cleaning fee of 320 yuan will be charged each time.

(三) 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。

Those who are not CJCU students: Dormitory Fee is based on daily payment (single bed)
大學部學生原則上統一安排於學生第四宿舍(學校視情況安排宿舍別)，欲申請住宿同學自即日起，請依下列程序辦理：生輔組網頁下載申請表→生輔組確認天數及金額→出納組繳費→生輔組彙整→四宿管理員分配寢室。

Bachelor degree students are all managed to stay in the 4th dormitory. For those who want to apply for accommodation, please do follow the following steps in order and in accordance:
download the application form (from Student Residence and Life Section Webpage) → Make sure the payment → Complete the payment in the cashier division → Confirm to the Student Residence and Life Section → Check-in to the 4th dorm (find the officer)

五、 **研究生與資源生**寒假住宿安排於第一宿舍，需集中住宿，辦理方式請依照大學部學生。

Postgraduate students and resource students will be accommodated in the first dormitory during the winter vacation. They need to stay in a centralized location. Please follow the instructions for undergraduate students.

六、 低收入戶學生寒假住宿得減免住宿費用(請檢附低收入戶證明)，請依下列程序辦理：生輔組網頁下載申請表→生輔組宿舍承辦人員簽章→出納組繳交住宿保證金 300 元及清潔費320元→生輔組彙整→公告規定之宿舍管理員分配寢室床位。

Those students who live in low-income household family are able to apply for free accommodation during the winter vacation (please do attach the low-income household

certificate/letter). Please do follow the following procedures: download the application form (Student Residence and Life Section webpage) → Student Residence and Life Section Officer → Complete the deposit fee (300 NTD) to the cashier division **And a cleaning fee of 320 yuan** → Confirm to the Student Residence and Life Section → Check-in to the dorm.

(一) 申請免費住宿注意事項 **The regulations of free accommodation application:**

1. 除因公務留校依規定所分配名額外，餘依申請單位提出經校長核准之簽陳統一辦理，申請時間至 113年 01 月12日(日)截止。

In addition to having a job on campus, you should submit the recommendation and approving letter from headmaster. Application deadline: Thursday, January ~~12th~~ 2024

2. 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)，清潔工作由生輔組分配，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(含寒假住宿)。

Those who **apply for free accommodation must do dormitory cleaning (a hour per two day)**. The cleaning job are managed by Student Residence and Life Section (No complain). Those who are not serious and do not complete the service hour should pay the whole deposit fee and may not apply for accommodation again.

七、請依下列程序辦理：生輔組網頁下載寒、寒假學生宿舍免費住宿申請表→單位主管核章→出納文書組繳交住宿保證金 300 元及清潔費320元→生輔組彙整→分配寢室及服務項目。
Please do **follow the steps: Download CJCU Winter Vacation Student Free Accommodation Application Form (Student Residence and Life Section webpage) → Verified by Dean of Office → Submit the dormitory deposit to the cashier division (300 NTD) And a cleaning fee of 320 yuan. → Confirm to the Student Residence and Life Section → Register Room and Service Jobs**

八、保證金繳交：凡申請寒假住宿(含免費住宿同學)需繳交住宿保證金 300 元。(住宿保證金 300 元以次計算。)

Deposit Fee: For those who apply for winter vacation accommodation (free) should submit the payment (300NTD).

九、住宿保證金退還 Dormitory Deposit Return:

(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：

Those who are one of the below condition will get deduction of deposit fee:

1. 因違反宿舍管理規定遭強制退宿處分。
Those who do not respect to the regulations
2. 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。

Those who do not return the room keys, dormitory access card, and even do not finish the cleaning

(二) 住宿期間(滿)發生以下情形，得扣除部分住宿保證金：

Those who are one of the below condition will get deduction of deposit fee:

1. 辦理退宿未繳還寢室鑰匙，扣除住宿保證金新台幣 100 元整。
Those who do not return the room key, 100 NTD will be deducted from the deposit fee.
2. 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。

Those who do not return the dormitory access card, 100 NTD will be deducted from the deposit fee.

(三) 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繳交的銀行或郵局帳戶。

Those who have passed from the dormitory checking and **have finished the check-out procedures will get the deposit fee back in the next semester** (in the one month)

十、 床位分配

Bed allocation

(一)申請住宿之寢室及床位分配，由生輔組主動分配，申請人不得有異議。

All the rooms and bed sets are managed by Student Residence and Life Section Officer (Applicant may not complain)

(二)寒假男女房間比例調配，可能會有團體男生住宿短天數住在女宿不同樓層的狀況，請同學見諒

In the **winter vacation**, the ratio of male and female rooms will be allocated. There may be situations where males in groups live on different floors of female dormitories for a short period of time. Sorry for the inconvenience

(三)寒假床位分配須集中管理，無法滿足所有人住在原寢室(國際寢室除外)，敬請見諒。

The allocation of beds during the **winter vacation** must be managed centrally, and it is not possible for everyone to live in the original dormitory (except the international dormitory). Sorry for the inconvenience

十一、 宿舍管理員暑假工作時間：早上 8 時至下午 17 時10分。請於工作時間辦理相關業務，逾時請翌日辦理。

Summer vacation working hours for dormitory administrators: 8 am to 17:10 pm. Please handle the relevant business during working hours. If the deadline is over, please handle it the next day

十二、 進住時間為每日下午 15 時，退宿時間為每日早上 9 時至中午 12 時，逾時視為延長一日住宿，需依比例加收住宿費用。

Dormitory Check-in Hour: every day at 3 p.m. ; Dormitory Check-out Hour: every day 9 a.m. – 12 p.m. ; those who want to stay longer should pay an extra fee.

十三、 寒假住宿宿舍門禁時間為晚上 12 時，請有意申請住宿同學需嚴格遵守規定。

Winter vacation Dormitory Access is closed at 12 a.m. (00.00) (Note: Please do respect the regulations)

十四、 寒假住宿同學須於 113年 2月 05 日(日)中午 12 點前遷出，逾期者記申誡以上懲處。

Those who live on campus during **winter vacation**, please do check-out before **February 05th 2024 (12 p.m.)**

十五、 未依規定擺放、寢室內物品未清空、寢室未清掃乾淨等，經宿舍檢查人員檢查不合格者，均記申誡以上懲處。

Those who **do not clean and tidy up the room as well as possible or do not pass the dormitory**

checking will get the punishment.

十六、住宿規定事項 **Accommodation Regulations:**

(一)宿舍寒假住宿生需每日晚上08至 12 點前至管理員室簽到或請假。

Residents in the dormitory *winter vacation* are required to sign in or ask for leave before 8 to 12 o'clock in the evening at the administrator's office

(二) 原寢室內他人物品不得觸動，損壞物品需負責賠償。

You may not touch anything which is not yours or you are to blame for it.

(三) 需遵守學生宿舍管理辦法，如不得吸菸、喝酒、使用違禁物品、不得帶非住宿人員進入宿舍等，違者依宿舍管理辦法處分。

You should respect the student dormitory regulations, such as no smoking, no alcohol, no prohibited things, no drugs, and even you may not invite anybody to stay in your room; or you will get the punishments.

(四) 搬離寢室者應至宿舍管理員處辦理退宿手續。

Those who want to check-out please make sure to the dormitory officer first.

(五) 未經申請進住者或延長住宿未申請者記小過處分。(欲補申請延長住宿者需提前辦理，超過一天上班日記小過處分)

Those who have not applied for admission or those who have not applied for extension of accommodation shall be penalized for minor demerits. (Those who wish to make up for an extended stay must be processed in advance, and the penalties for minor offenses in the diary for work more than one day)ose who have not registered for accommodation or stay longer will get the points deduction.

(六) 寒假期間第一至四宿舍皆有廠商維修或清潔公共區域及寢室，請住宿生配合辦理並隨身保管自身財物。

There will be many maintenances and cleaning services in the dormitories during the *winter vacation*. **So, please keep your properties well and respect them.**

十六、取消住宿者請攜帶申請表收執聯至生輔組辦理。

Those who want to cancel applying accommodation, please do submit the application form to the Student Residence and Life Section.

十七、其餘未盡事項，均依學生宿舍管理辦法及長榮大學學生宿舍寒暑假住宿收費管理辦法辦理。

All the rules are based on “Student Dormitory Regulations” and “CJCU Student Winter/Summer Vacation Accommodation Regulations”.

十八、若有任何問題，請至生輔組李先生洽詢。(詢問電話：06-2785123 分機 1251)

If you have any questions, please do not hesitate to contact us, Student Residence and Life Section, **Mr. Lee(Telp. 06-2785123 Ext. 1251) 0910 622 885**