

## **National Chiayi University Student Dormitory Regulations**

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Approved on June 2, 2006 by the 2005 Academic Year Semester 2 National Chiayi University Student Dormitory Service and Guidance Committee Meeting.

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**Article I** To achieve life education, cultivate the habit of cleanliness and orderliness and encourage the spirit of self-governance in students so as to ensure a quiet and safe housing environment for students, National Chiayi University (hereinafter referred to as the University) has formulated the National Chiayi University Student Dormitory Regulations (hereinafter referred to as the Regulations).

**Article II** Student dormitory management and duties

1. Student Dormitory Service and Guidance Committee: Discuss and revise

student dormitory guidance policies and regulations.

2. Office of Student Affairs: The Division of Student Assistance shall be responsible for student dormitory management, planning and guidance. The Division of Military Education shall be responsible for the life guidance of dormitory students and handling emergencies.
3. Office of General Affairs: Responsible for equipment maintenance, environmental hygiene, property management and utilities in the student dormitories.
4. Colleges: Departments (Schools) shall be responsible for the life guidance of their students living in the dormitories.
5. Dormitory Office Managers: The managers shall be supervised by the head of the Division of Student Assistance, and shall be responsible for implementing tasks related to dormitory cleanliness, order and safety.
6. Dormitory volunteers: Volunteers shall be supervised by the dormitory office managers, and shall be responsible for the general management of the dormitories.
7. Dormitory Student Committee: The Dormitory Student Committee shall be under the guidance of the dormitory office managers, and shall be responsible for promoting the cleanliness, order, safety and maintenance of the dormitories. (Regulations for reviewing the Dormitory Student Committee shall be separately formulated).

### Article III Housing application and bed assignment

#### 1. General room

- (1) Undergraduate students may choose to apply for housing. In general, housing shall be for one academic year (excluding winter and summer vacation). The Division of Student Assistance shall handle applications in accordance with the standard operating procedures for bed assignment (Appendix 1).
- (2) Newly enrolled full-time freshmen students in the University shall be guaranteed dormitory beds unless their household registration is within a 10-kilometer radius of the campus. Bed allocation for new students in the School of Extension Education shall be handled in accordance with the announcement of the School of Extension Education.
- (3) Graduate students may choose to apply for student dormitories by completing the application online. Applications shall be handled in accordance with the standard operating procedures for bed assignment (Appendix 1).

- (4) Bed allocation for graduate students shall be based on the year of enrollment. In general, housing for new master's program students shall be for two academic years (including winter and summer vacation), and four academic years (including winter and summer vacation) for doctoral students. In cases of vacancies, priority shall be given to waiting list students enrolled in the current academic year.
  - (5) Bed allocation for full-time undergraduate students (excluding those extending their study duration) in the University shall be prioritized as follows:
    1. New students (except for those whose household registration is within a 10-km radius of campus) and students under 18 years of age.
    2. Dormitory Student Committee and volunteers.
    3. Students with disabilities.
    4. Students with certificate of low-income or low-middle-income household issued by a social administration unit.
    5. Overseas Chinese students.
    6. Students from outlying islands (with proof of household registration of four months or more).
    7. Students with Certificate of Survivor or Statutory Beneficiary.
    8. Mainland students, foreign students (including exchange students (as verified by the University)).
    9. Students whose family has suffered from force majeure, with proof issued by a social administration unit.
    10. Students with indigenous status.
    11. General returning students (shall be handled in accordance with the Student Dormitory Lottery Regulations).
    12. Students resuming their freshman year.
    13. Transfer students.
    14. Other applicants approved by the Office of Student Affairs.
2. Barrier-free room
- (1) Priority for barrier-free room shall be given to new freshmen students with moderate to severe physical disability or multiple disabilities and who are unable to get to classes on their own.
  - (2) New students and returning students must apply at the Center of Student Counseling, Office of Student Affairs before the 10th week of each semester.
  - (3) Applicants must be approved by the Special Education Promotion

Committee for housing rights. Returning students may move in only if there is vacancy after new students have moved in.

- (4) Accompanying family member for dormitory housing must be of the same gender as the applicant, and shall be charged according to the dormitory fee standards.
3. To ensure the health and safety of dormitory students, those with certifiable disease or other serious illnesses that cannot be cured within a short period of time, thereby needing isolation or special treatment, or other special condition that render them unsuitable for group living shall not be eligible for dormitory housing application.

Students in the preceding paragraph who are restricted from application must submit a hospital medical certificate or relevant certification if they are in need of housing. The Health Care Group, student advisor and department/institute chair (director) shall conduct a preliminary review, and submit a special report to the University President for approval in accordance with administrative procedures before application is allowed. Any student found concealing or providing false information shall be immediately ordered to withdraw from the dormitory, and shall be referred to the Student Award and Disciplinary Committee. The student shall be liable in accordance with laws and regulations for any ensuing damage.

4. Implementation measures for bed allocation shall be separately formulated.

#### Article IV Dormitory move-in and closing

1. Dormitory move-in and housing shall be handled in accordance with standard operating procedures (Appendix 2).
  - (1) The housing list shall be determined by lottery. Within 2 weeks after the housing name list is posted, students must complete the housing application form and housing contract to complete the registration procedure for bed space. Those who fail to do so shall be regarded as having relinquished their space, which shall then be given to the next applicant on the waiting list. Housing students shall pay their housing fee in accordance with regulations. Application and fee regulations for winter and summer vacation housing shall be separately formulated.
  - (2) Move-in time for student dormitories shall be announced by the Division of Student Assistance. During move-in, students shall register with the Dormitory Student Committee and submit their

housing contract, then submit their payment receipt (new students may submit receipt later) to the dormitory office manager for their dormitory key to complete the housing procedure.

- (3) New freshmen who have completed the housing procedures but wish to withdraw from the dormitory must submit an application before 5 pm on the last day of new student orientation to be refunded their housing fee without interest. Those who fail to complete their move-in formalities and who have not submitted their bed reservation to the dormitory office before 5 pm on the last day of new student orientation shall be regarded as having voluntarily withdrawn their housing reservation.
- (4) Assigned dormitory room and bed shall not be arbitrarily sublet or exchanged without the permission of the dormitory office manager. Those who fail to move in within one week of the beginning of semester as per regulations shall be regarded as having relinquished their housing right, and their housing fee shall not be refunded.

## 2. Dormitory closing

- (1) Student dormitories shall be closed 3 days after the end of the final exam (for special circumstances, the latest announcement shall prevail).
- (2) Before the dormitories close for the winter or summer vacation, dormitory students shall remove their personal belongings, clean up the dormitory, return public property, and pass inspection by the dormitory office manager (or Dormitory Student Committee) before leaving the dormitory. Those who fail to comply with move-out regulations shall have be disqualified from future dormitory application and disciplined in accordance with University regulations.
- (3) Those who wish to apply for housing during the winter or summer vacation shall apply in accordance with the University's Student Dormitory Management Guidelines for Winter and Summer Vacation (Appendix 3).

## Article V Housing Withdrawal

1. Dormitory students shall withdraw from their housing under any one of the following circumstances (Appendix 4).
  - (1) Leave of absence from school, withdrawal from school or transfer to another school.
  - (2) Graduation.

- (3) End of the academic year.
  - (4) Those ordered to withdraw from the dormitory.
  - (5) Those with certifiable disease and approved for withdrawal from the dormitory.
  - (6) Those who move out of the dormitory without approval.
2. Students defined by Subparagraph 1 Items 1-3 of this Article shall complete their dormitory withdrawal formalities and move out of the dormitory within 3 days. Those unable to do so within the deadline due to a major circumstance must notify the Office of Student Affairs for approval to delay the withdrawal.
  3. Voluntary and involuntary withdrawal from housing during the housing contract period:
    - (1) Housing fee for the current semester shall not be refunded, and a penalty for breaking the housing contract shall be paid. The penalty is 2 months of housing fee.
    - (2) Students shall be disqualified from future housing application.
    - (3) Those who choose to withdraw from housing must submit a signed parental notification.
  4. Housing refund for those who withdraw from housing due to leave of absence from school, withdrawal from school, transfer to another school or certifiable disease shall be handled as follows:
    - (1) Housing fee paid on a 18-week semester basis:
      - A. If actual move-out day does not exceed one-third of the semester after classes began, two-thirds of the fee shall be refunded.
      - B. If actual move-out day exceeds one-third of the semester but does not exceed two-thirds of the semester after classes began, one-third of the fee shall be refunded.
      - C. If actual move-out day exceeds two-thirds of the semester after classes began, the fee shall not be refunded.
    - (2) Housing fee paid on a 6-month basis (Housing calculation for Semester 1 begins on August 1 and ends on January 31 of the following year; housing calculation for Semester 2 begins on February 1 and ends on July 31 ):
      - A. If actual move-out day does not exceed one-third of the semester after the semester began, two-thirds of the fee shall be refunded.
      - B. If actual move-out day exceeds one-third of the semester but does not exceed two-thirds of the semester after the semester began, one-third of the fee shall be refunded.

- C. If actual move-out day exceeds two-thirds of the semester after the semester began, the fee shall not be refunded.
5. For those ordered to withdraw from the dormitory, the Office of Student Affairs shall notify their advisor, parents or guardian in writing. Students must move out within 7 days of receiving notification to withdraw from the dormitory. Those who fail to do so by the deadline shall be forcibly removed.

#### Article VI Dormitory safety control and guests

1. To ensure the safety and quiet of dormitory students, dormitory office managers and Dormitory Student Committee shall enforce security control in the dormitories. If necessary, they shall enter the bedrooms for inspection.
2. (delete)
3. The Dormitory Student Committee may enter the dormitory when necessary for spot check and investigation.
4. Those planning to stay out, leave early or return late shall apply for leave in advance. In case of an unexpected circumstance, notify by phone first and follow-up with a leave application.
5. Each dormitory has a designated time for receiving visitors in designated visitor room (or lounge). Guests are not permitted in the bedrooms without approval. Visitors, parents, relatives, friends and students from other universities who need to temporarily enter the bedroom (must be of the same gender) must complete relevant procedures at the dormitory office during office hours. They must wear an identification vest to enter the housing area and shall not stay overnight for any reason.
6. After notifying the Office of Student Affairs, the Office of General Affairs or relevant units may enter the dormitories and rooms accompanied by an office manager (or dormitory work study student) to carry out repairs or relevant work.
7. The Office of Student Affairs may coordinate with relevant units to conduct safety and sanitation inspections in the dormitories and bedrooms.
8. The life management coach shall select a team leader for the baseball team roll call system. The team leader shall be responsible for evening roll call in accordance with regulations, and report the roll call status to the life management coach.
9. If dormitory student want to stay in other student's room after midnight 12:00, must be approved by student live in the room.

#### Article VII Dormitory property maintenance and use

1. The inventory, maintenance and custody of all public properties shall be handled in accordance with the University's Student Dormitory Property Use and Custody Regulations.
2. Student dormitory lounges and other activity areas are only for use by dormitory students or related activities. Any University group or individual wishing to use the dormitory for activities must submit an application form to the dormitory manager or Dormitory Student Committee. Approval must be obtained from the dormitory office manager for use (Rules for using the lounge, study rooms and other activity venues are determined by the Dormitory Student Committee of each dormitory).
3. Water and electricity supply in student dormitories shall be controlled according to the announced time.

#### Article VIII

1. Dormitory students who commit one of the acts listed in Attachment 2 shall be referred to the Dormitory Student Committee. The conduct shall be recorded.
2. Those who commit one of the following acts shall be ordered to withdraw from the dormitory. Their dormitory eligibility shall also be revoked for the semester.
  - (1) Drinking and causing trouble.
  - (2) Fighting.
  - (3) Stealing.
  - (4) Gambling.
  - (5) Deliberately destroying important safety facilities (equipment) in the dormitory (shall be liable for compensation or restoration).
  - (6) Keeping dangerous or prohibited items (such as explosives, flammable items, dangerous gases, illicit drugs, lethal weapons) in the bedroom.
  - (7) Smoking (including electronic cigarettes) within the dormitory: the dormitory is a non-smoking area.
  - (8) Bringing the opposite gender to the bedroom area without authorization.
  - (9) Keeping visitors who are not the University's dormitory residents after midnight 12:00..



- (10) Violating the law (shall be handled in accordance with legal provisions).
- (11) Moving in, moving out, or subletting without permission after moving in.
3. Those ordered to withdraw due to the abovementioned violations shall pay housing fee again for the remaining of the semester if specially reviewed and approved for housing.
4. Removing demerit points from the violations requires 2 hours of voluntary service for each point removal.
5. Other violations shall be handled by the dormitory management committee of each campus in accordance with relevant regulations.
6. Starting from the date of housing, those who have accumulated 10 points or more, shall be disqualified from dormitory housing for the next academic year.
7. Starting from the date of housing, students who have accumulated 10 points shall be referred to the Student Dormitory Management Committee for review and resolution. The dormitory office shall submit the resolution to the Dean of Student Affairs for approval and withdrawal order. In addition, the student shall be disqualified from future dormitory housing.
8. Members defined in Article II may regularly or irregularly visit the student housing. Reports, demerit points and resolutions for any violations found shall be recorded in writing. Demerit may be given for each consecutive offense over one academic year (semester). Students who are frequent violators or who commit a serious violation shall be reported to their advisor, guidance military instructor and parents for coordinated guidance.
9. Students disputing their disciplinary action may submit an appeal to the Dormitory Student Committee for another review and resolution.
10. Student be ordered to withdraw from the dormitory and very bad, will also be punished by the Student Award and Disciplinary Regulations.

#### Article IX Dormitory cleanliness and maintenance

1. Dormitory rooms shall take turns at garbage classification duty, which shall be scheduled by the assistant head of each floor. Procedures for dormitory garbage classification shall be formulated and announced by the Dormitory Management Committee of each campus dormitory.
2. Dormitory students shall be responsible for cleaning the doors, windows,

glass, floor, walls and facilities of their respective dormitory.

3. Upkeep of the external environment, yard work and internal public facilities (bathrooms, corridors, storage rooms, lounges, basements) of dormitories in various campuses shall be combined and outsourced. The required janitorial resources shall be assessed and calculated by the Division of Student Assistance. The annual cost shall be shared equally by the dormitory students in each campus, and incorporated into the housing fee. The Dormitory Student Committee and dormitory managers shall be responsible for supervising the work.
4. The Dormitory Student Committee of each dormitory area may organize dormitory beautification competitions to create dormitory features and maintain dormitory quality or open the dormitory for visits in conjunction with celebrations. Activity proposals may be submitted to the Division of Student Assistance for subsidies.
5. Low-income students may live in campus housing for free, but shall volunteer 30 hours of dormitory services each semester, such as cleaning the dormitory environment. Low-income students extending their duration of study shall pay the full amount of housing fee unless otherwise exempted.

#### Article X Student dormitory funds

1. Based on the principles of "income and expenditure balance" and "special funds for exclusive use", the Division of Student Assistance shall make an annual budget that includes expenses needed for the dormitories, such as amortization amount, personnel expenses, water and electricity costs, operating expenses, cleaning expenses, facility maintenance expenses and repair expenses. The budget shall be reviewed and approved by the chief accounting office and submitted to the University President for approval, and controlled and used by the Office of Student Affairs.
2. Funds for major renovation projects shall be borrowed from the University Affairs Fund Management Committee and amortized after the dormitory is re-opened and housing fee readjusted.
3. Each dormitory area shall submit a detailed monthly income and expenditure report to the Dean of Student Affairs for review. If annual overdraft exceeds 5% of the total budget, the Office of Student Affairs shall convene a public hearing on "Dormitory Fee Increase", then submit a proposal to the Student Dormitory Service and Guidance Committee

for discussion and approval. The increase shall be implemented upon approval by the University President.

4. Before moving out, students shall restore or compensate for public property damages found during move-out inspection. Otherwise the said students shall lose the right to future dormitory application, given one minor demerit in accordance with Article VII Subparagraph 8 and restricted from school leaving procedure. (Compensation shall be incorporated into the funds of the particular dormitory area).
5. Student dormitory fee standards: The fee for each dormitory each semester includes housing fee and utilities. The bill for housing fee is on the registration payment slip. For utilities, dormitory students shall print the bill from the University Affairs Administration System and pay the charges. Refer to Attachment 1 for fee standards.
6. Air-conditioning charges not paid within the deadline shall be handled in accordance with relevant dormitory regulations. Air-conditioning cost is based on the actual electricity consumption of each room, and is calculated on the rate of NT\$4 per kWh. However, during the summer vacation, the summer rate for the dormitories in Linsen campus and Jinde Building shall be NT\$ 4.5 per kWh.

Article XI The Regulations are implemented upon approval by the Student Dormitory Service and Guidance Committee and University President.

## Attachment 1

## Student Dormitory Accommodation Rates

## I. Semester fee standards for general dormitories

Location	Dormitory Type	Housing Fee (NT\$/Semester)	Utilities (NT\$/Semester)	Total
Lantan Campus	Male Graduate Dormitory 1 (2-person)	9900	1. Calculation method: A: In the first 4 months of each semester, the calculation is based on the total amount of utility payment in each dormitory minus the air-conditioning payment, electricity cost for dormitory electricity and public electricity (10%). B: In the fifth month, the calculation is based on the average amount of the previous 4 months multiplied by the proportionate number of days, i.e. $B=A/4 \times$ number of housing days /30 days. C: Calculation for utility payable each semester is based on the utility fee receivable divided by the total number of dormitory students, and 50% of the amount is assumed by the University and 50% by dormitory students, i.e. $C=(A+B) /$ total number of dormitory students $\times 0.5$ . 2. Three weeks before the end of each semester, a computerized payment slip will be made out.	
	Female Graduate Dormitory 1 (2-person)	9900		
	Female Dormitory 2 (graduate students) (2-person)	12600		
	Female Dormitory 2 (graduate students) (4-person)	10200		
	Female Dormitory 2 (undergraduate students) (4-person)	8500		
	Female Dormitory 3 (graduate students) (4-person, 6-person)	8000		
	Male Dormitory 5 (4-person)	8500		
	Male Dormitory 6 (3-person, 4-person)	9200		
Linsen Campus	Ming De Chi (Undergraduates) (4-person)	6500		
	Ming De Chi (Graduates) (3-person)	8600		
Mingsyong Campus	Green Garden Dormitories 1 & 2 (6-person)	6000		
	Graduate Student Room (3-person)	12000		
	<b>Green Garden Dormitories 1(4-person)</b>	<b>8500</b>		
Sinmin Campus	Mingde Building (4-person)	8500		

Jinde Building Dormitory	Single room	14200	
	Twin room	12200	
	3-person room	12000	
	4-person room	10200	

Notes:

1. Housing period for each semester is based on the date on the payment slip. Housing fee for graduate students in Lantan, Minsyong and Linsen dormitories is calculated on a 6-month period.
2. The dormitory in Jinde Building has a group rate of 10% discount.
  - (1) Group sharing for the entire unit: Each unit has 3 bedrooms (one single person room, one twin room and one 4-person room). A minimum occupancy of 4 people is required.
  - (2) Group sharing for the entire room: Each room is a 4-person room, and a minimum occupancy of 2 people is required.
3. Fee waiver for Dormitory Student Committee officers and volunteers are as follows: [choose better one]
  - (1) Dormitory head: all free waiver waiver per semester.
  - (2) Assistant dormitory head: NT\$6000 or 80% waiver per semester.
  - (3) Floor manager: NT\$5000 or 60% waiver per semester.
  - (4) Volunteers (those who have volunteered 60 hours or more per semester): NT\$3000 or 40% per semester.

II. Barrier-free dormitory room fee is NT\$ 9,000 per semester. Fee standards for winter and summer vacation are as follows, and housing fee for accompanying family member is the same as that of students.

1. Monthly plan for winter and summer vacation:

Dormitory Type	Summer Vacation Fee (NT\$/person)	Winter Vacation Fee (NT\$/person)
Lantan Campus	2100	1400
Sinmin Campus	2500	1680
Minsyong Campus	2600	1750

2. Daily plan: NT\$180/day for Lantan, Sinmin and Minsyong dormitories.

3.air-conditioning fee charged by stored value card

III General dormitory fee standards for winter and summer vacation.

1. Monthly plan for winter and summer vacations:

Location	Dormitory Type	Summer Vacation (NT\$/person) Fee	Winter Vacation Fee
	Male Dormitory 5 (4-person room)	2100	<u>air-conditioning fee charged by stored value card</u>
Lantan Campus	Female Dormitory 3 (4-person room)	2500	
Sinmin Campus	Mingde Building (4-person room)	2500	
Mingsyong Campus	Green Garden Dormitories 1 & 2 (4-person room)	2600/3600	
Linsen Campus	Ming De Chi (4-person room)	1600	
Jinde Building Dormitory	Single room	3100	
	Twin room	2700	
	3-person room	2500	
	4-person room	2200	

2. Daily plan: For enrolled students, NT\$180/day for Lantan, Sinmin, Minsyong and Jinde Building dormitories, and NT\$120/day for 4-person rooms in Linsen dormitory.

IV. Outside individuals and alumni (please provide relevant documents for verification and approval).

Location	Number of People	Outside Students (NT\$/day)	Security Deposit (NT\$/time)
Campus Dormitory	1-15 people	250	2000
	More than 15 people	200	
Jinde Building Dormitory	Single room	500	<u>air-conditioning fee charged by stored value card</u>
	Twin room	400	
	3-person room	300	

	4-person room		250		
	Single room	More than 15 people	450		
	Twin room		350		
	3-person room		250		
	4-person room		200		

V. Fees for other special housing applicants must be separately approved.

#### Attachment 2

#### National Chiayi University Student Dormitory Regulations Violation Demerit Points Standards

1. Students who commit one of the following acts shall receive 1-2 demerit points:

(1) One demerit point for arbitrary and unsightly hanging of laundry.
(2) Two demerit points for sloppiness, neglect or absence without reason when on cleaning duty.
(3) Two demerit points for parking bicycle or piling up things in the bedroom, aisle or staircase.
(4) Two demerit points for graffiti or spray painting on tables, chairs, doors, windows, cabinets, walls or ceilings.
(5) (delete)
(6) Two demerit points for every offense of staying overnight away from the dormitory without advanced authorization.
(7) Two demerit points for not turning off lights and electrical devices such as electric fans and computers when the room is unoccupied. All students sharing the room may volunteer for services to remove the demerit points.

2. Students who commit one of the following acts shall receive 3-5 demerit points:

(1) Three demerit points for arbitrarily exchanging dormitory bed space without the permission of the dormitory floor manager or above. Bed changes on the same floor must be approved by the floor manager and bed changes between floors must be approved by the assistant dormitory head or above.
(2) Three demerit points for absence with leave from volunteer services organized by dormitory officers.
(3) Three demerit points for violating dormitory vehicle regulations and obstructing traffic.

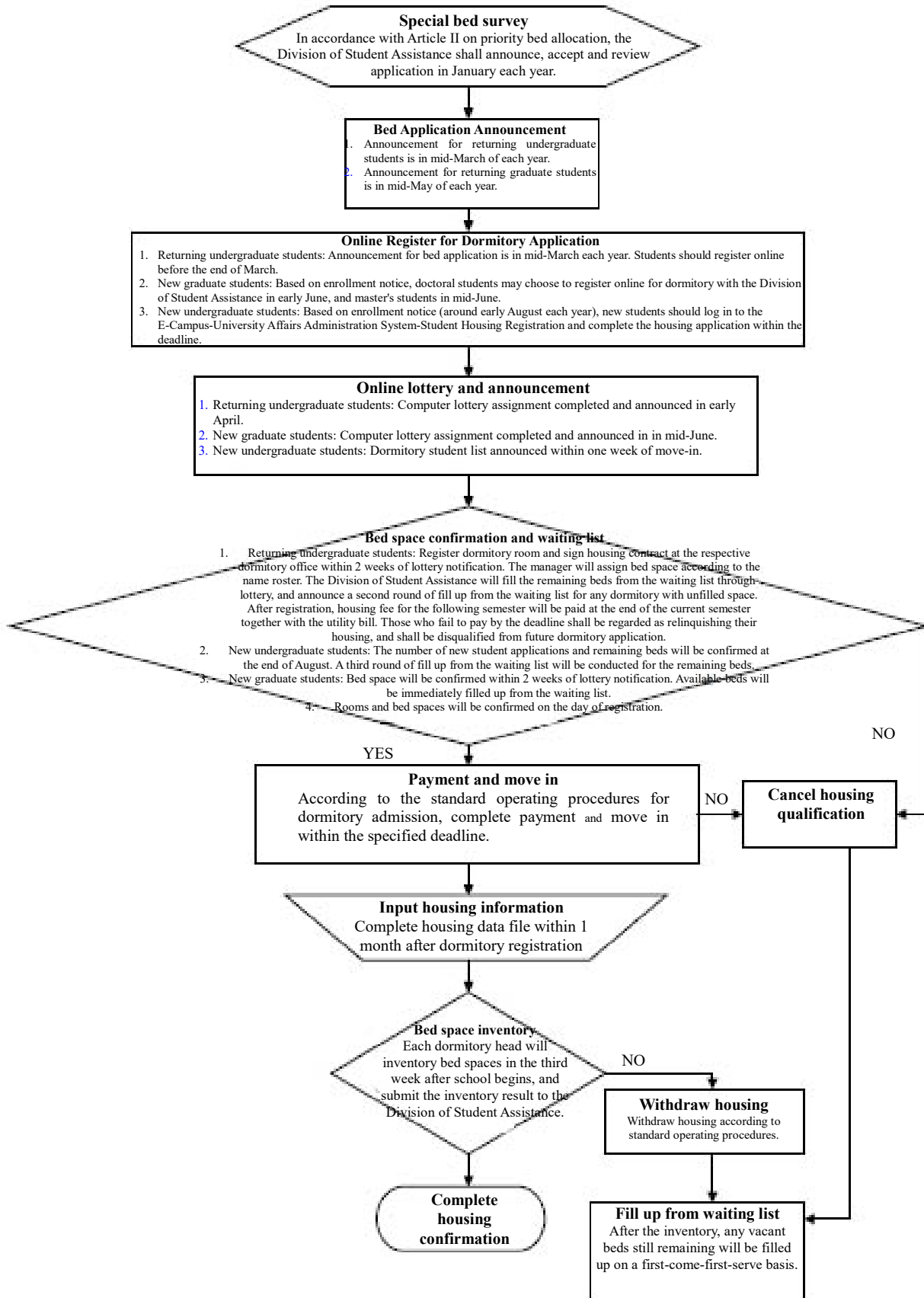
(4) Three demerit points for noises, quarrels, sports or other conduct that disrupt the peace or order of the dormitory area; and five demerit points for those who refuse to cooperate with the advice of dormitory officers.
(5) Five demerit points for keeping animals in the dormitory area, with the exception of those with special approval from the dormitory management committee of the respective campus.
(6) Four demerit points for taking out newspapers, magazines, recreational equipment, tables and chairs from the lounge, study rooms or other areas without permission.
(7) Five demerit points for playing mahjong or drinking alcohol in the dormitory area.
(8) Five demerit points for arbitrarily posting flyers or posters without approval.
(9) Five demerit points for damaging dormitory property. In addition, offenders shall be liable for compensation or restoration.
(10) Five demerit points for littering in public areas.
(11) Five demerit points for failing to sort garbage in accordance with regulations. In addition, offenders shall be required to do 10 hours of volunteer service.
(12) Three demerit points for not cleaning up garbage in the bedroom and affecting room mates or neighboring rooms; and five demerit points for not cooperating with the advice of dormitory officers.
(13) Three demerit points for bringing in or feeding animals in the dormitory area; and five demerit points for repeat offenders.

3. Students who commit one of the following acts shall receive 6-8 demerit points:

(1) Six demerit points for using prohibited electrical appliances against regulations. Prohibited items are determined and announced by the dormitory management committee of each campus.
(2) Six demerit points for privately cooking the dormitory.
(3) Six demerit points for using open flame such as lighter, gas stove, blow torch and candles in the dormitory area.
(4) Six demerit points for absence from important dormitory meetings without reason; such as evacuation drills and resident meetings.
(5) Seven demerit points for climbing fences, partitions, windows, roofs or barbed wire.
(6) Eight demerit points for failing to abide by visitor regulations. Refer to Article VI Subparagraph <u>5</u> and <u>9</u> of the Regulations for details.



## National Chiayi University Dormitory Bed Application Procedure



National Chiayi University Standard Operating Procedures for Dormitory Move-in

**Registration Date Announcement**  
Announce dormitory registration date for Semester 1 in mid-August each year. Announce dormitory registration date for Semester 2 in mid-January of the following year.

**New Student Move-in Coordination Committee**  
To help new students move-in successfully, the Division of Student Assistance will coordinate with relevant units such as on-campus police, Division of Registrar, dormitory committees, Student Council, commissary and officers of student clubs to form a New Student Move-in Coordination Committee and discuss task assignment for new student move-in.

**Payment**  
Complete housing payment before (after) registration according to the University's payment regulations

**Repair and Cleanliness**  
Dormitory managers must inspect the condition of each dormitory room, and notify the Division of Student Assistance to complete any needed repairs before student arrival. They are also responsible for supervising the janitorial staff to ensure that cleaning is completed.

**Complete registration formalities**

1. Registration day: Register according to the announced date. Generally, for Semester 1, returning students check-in 3 days before the semester begins, and new students report 1 day (2 days for Lantan dormitory) before the opening ceremony for new students. For Semester 2, both new and returning students will check-in 3 days before the semester begins. Registration formalities must be completed within 1 week after school begins at the latest.
2. Registration duty: During student check-in, managers must be personally present to help the students, and make up for days off at a later time.
3. Verification: Dormitory officers and managers must check the personal or student ID cards of students against the dormitory name roster, and ensure that housing fee has been paid.
4. Complete and submit information: Complete the personal information card, and submit one 2-inch photo.
5. Contract: Carefully read the housing contract, sign on the spot and submit the contract.
6. Delayed registration: Except for special circumstances with signed approval from parents or department (institute) chair or director, dormitory students must obtain advanced approval from the Division of Student Assistance to delay registration to after school has begun, to a maximum of two weeks.

**Cancel housing eligibility**  
Students who fail to complete their dormitory registration formalities within the deadline will have their housing eligibility cancelled. The housing fee will not be refunded, and the said students shall not object. The Division of Student Assistance will fill the bed space from the waiting list.

**Move-in**  
Obtain key and move in only after completing the registration formalities

**Inventory dormitory property**  
When moving into the dormitory room, immediately inventory all the dormitory property according to the property list, and promptly report any missing or damaged items. The manager will complete and submit a maintenance request form to the Office of General Affairs for repairs.

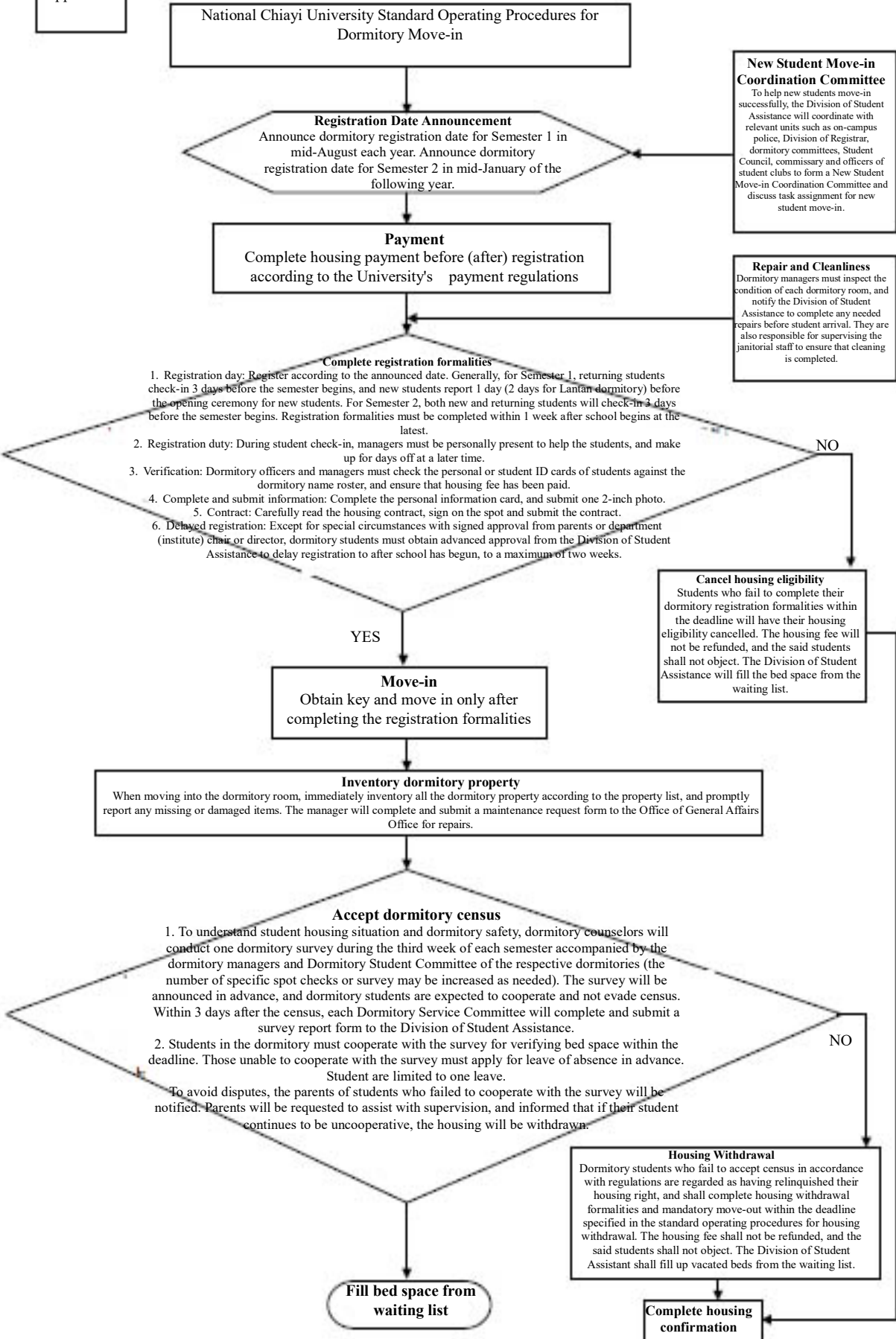
**Accept dormitory census**

1. To understand student housing situation and dormitory safety, dormitory counselors will conduct one dormitory survey during the third week of each semester accompanied by the dormitory managers and Dormitory Student Committee of the respective dormitories (the number of specific spot checks or survey may be increased as needed). The survey will be announced in advance, and dormitory students are expected to cooperate and not evade census. Within 3 days after the census, each Dormitory Service Committee will complete and submit a survey report form to the Division of Student Assistance.
2. Students in the dormitory must cooperate with the survey for verifying bed space within the deadline. Those unable to cooperate with the survey must apply for leave of absence in advance. Student are limited to one leave.  
To avoid disputes, the parents of students who failed to cooperate with the survey will be notified. Parents will be requested to assist with supervision, and informed that if their student continues to be uncooperative, the housing will be withdrawn.

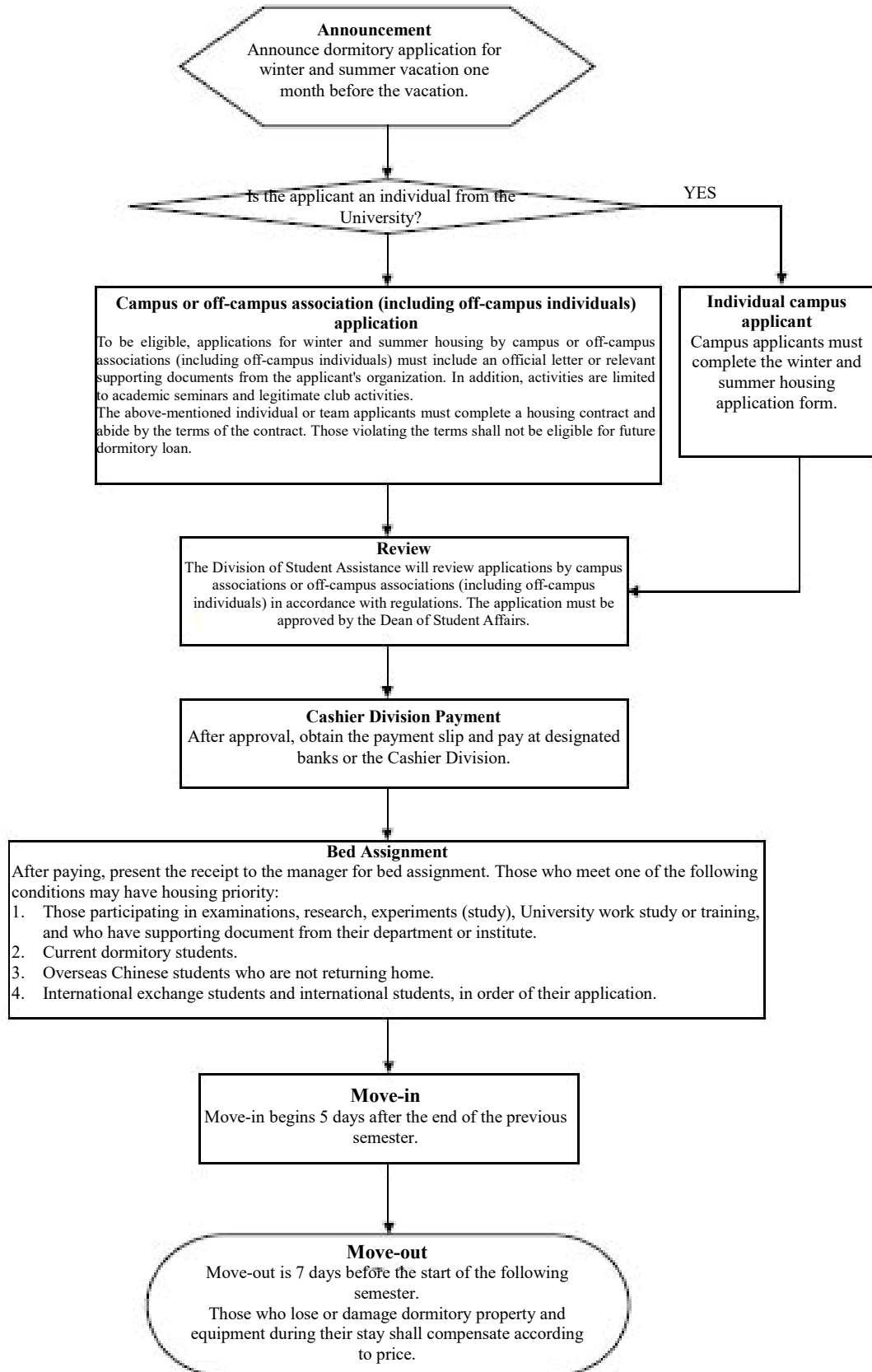
**Housing Withdrawal**  
Dormitory students who fail to accept census in accordance with regulations are regarded as having relinquished their housing right, and shall complete housing withdrawal formalities and mandatory move-out within the deadline specified in the standard operating procedures for housing withdrawal. The housing fee shall not be refunded, and the said students shall not object. The Division of Student Assistant shall fill up vacated beds from the waiting list.

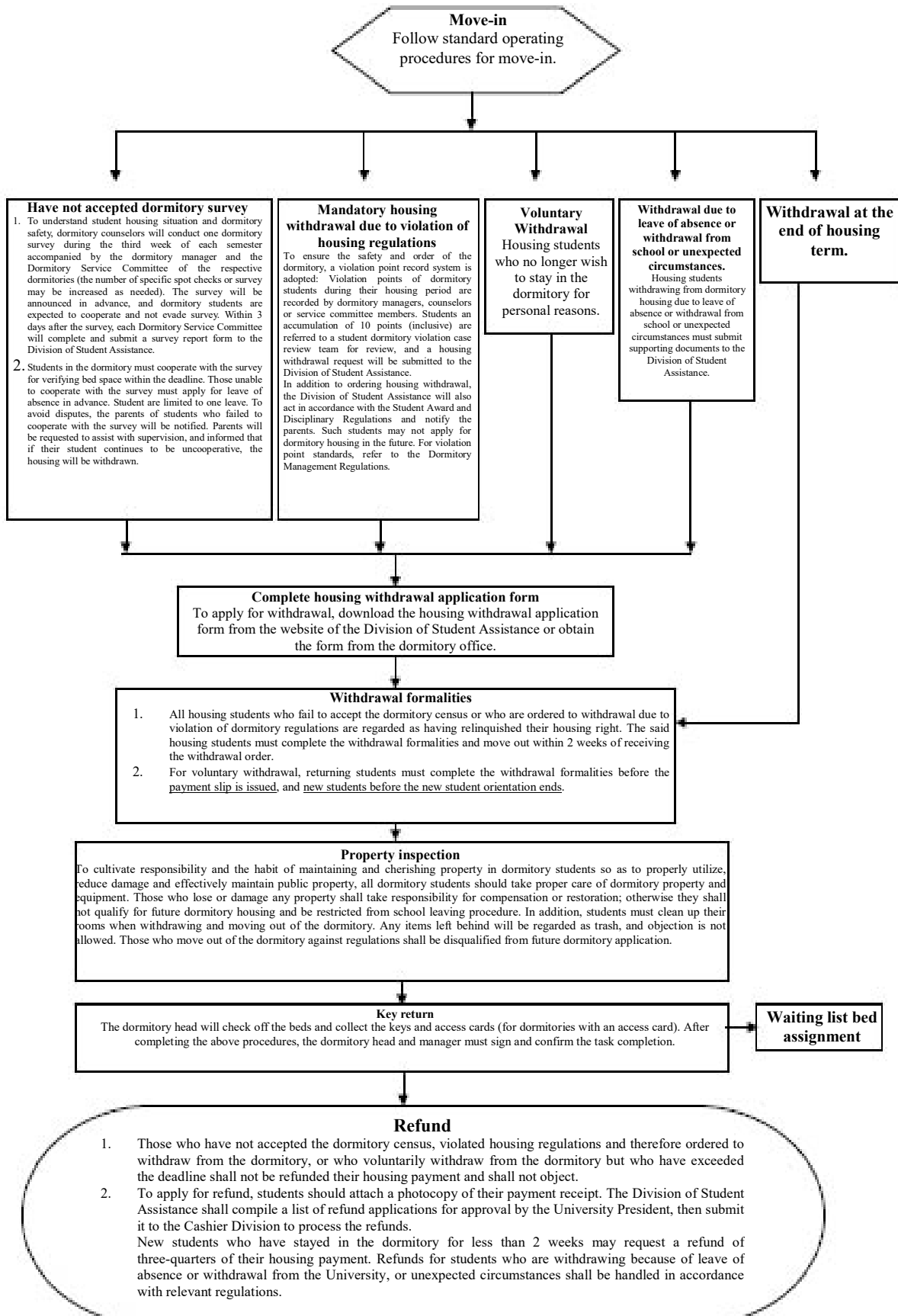
Fill bed space from waiting list

Complete housing confirmation



## National Chiayi University Student Dormitory Standard Operating Procedures for Summer and Winter Vacation Housing





Appendix 5

National Chiayi University Dormitory Property and Equipment Damage (Loss)  
Compensation Standards

Students who lose or damage any dormitory property and equipment during their stay shall compensate according to the following prices:

Items distributed to individual student	Amount	Shared items	Amount
Chair	500	Ventilation fan	2500
Towel rack	200	Air-conditioner remote	600
20W tube (table lamp)	50	Ceiling fan	1500
20W lamp stand (table lamp)	300	Curtains	Market price
Desk drawer	300	Window screen	Market price
Under-bed drawer	500	Shoe rack	3200
Closet lock		50	

Note: This list of property items and amounts will be adjusted according to the condition of the dormitory facilities in each campus. Items not listed will be compensated at current market price.