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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Asian University Winter (Summer) Vacation**  **Check-In / Check-Out Application Form** Application Date: Yr. Mo. Day | | | | | | | | | |
| Name |  | | | Dept./Graduate Inst. / Class | |  | | | |
| Personal Phone no.: |  | | | Student ID No. | |  | | | |
| E-mail |  | | | Gender | | □F □M | | | |
| National |  | | | Apply for Housing for the period of | | * Entire winter (summer) vacation   Total day(s)< night> | | | |
|  | From Mo. Day  To Mo. Day  Total day(s) < night> | | |
| Verify by Dormitory Section | (verify first, after approval, go to Cashier Section and pay fess) | | | ②  Cashier Section  Pay  Certify | | (after payment at Cashier Sec. return to Dormitory Sec.) | | | **Accommodation Process** |
| Full amount  (＄NTD 150/1day) | ＄NTD╴╴╴ | |
| ③  Pay deposit NT$ 100 for keys.  (including cleaning) | (Payment Confirmation, Dormitory Section Stamped) | | | ④  Bed Arrangement. | | Room＿＿＿Bed \_ \_ \_  （Attendant only）  **If payment is incomplete, Attendant shall not accept.** | | |
| Count out room, public property and keys. ( checking accommodation time is required) | **Room Keys Returned:**  □Yes □No  **Facility and Equipment Inspection:**  □In Order  □Not in order  **Move out time:**  Mo. Day  Hr. \_\_\_\_Min,  Days unpaid: \_ \_ | | Attendant’s  Signature | Complete accommodation fees | (Go to Cashier Section and pay day unpaid. If no unpaid days , submit form Dormitory Section) | | | ③Refund key deposit | **Check Out Process** |
| (Refund deposit after completing the process.  Student Signature) |
|  |
| ④　Instruct: |
|  |
| Declaration of Consent | I am applying for dormitory , and, if approved, I certify that I am willing to comply with the regulations listed below: I will   1. Follow the procedures and time-limit set by the school, pay accommodation fees and deposits. 2. Comply with the Regulations of Accommodation Application and Management of Student Hostel and other existing rules and regulations. If violated, I am willing to accept punishment of school regulations. 3. Check in to the bedroom and the bed assigned by the dormitory manager. Before check out, I will clean and restore the bedroom in good condition, and return keys. If not, I agree to have my deposit deducted to apply to cleaning fees and hiring people to finish the job, or in case of keys, as compensation for the cost of replacing lost keys. 4. Allow repair person (s) approved by manager to enter my bedroom to carry out maintenance work during my stay.   **Applicant’s Signature (Seal):** | | | | | | | | |

-------------------------------------**(粗框非相關單位請勿填寫)**---------------------------------------

**Internship/Independent study/Research Approval**

Date： y/ m/ d/

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Period | Advisor | Department head |
|  | From M/ D To M/ D |  |  |

**Dormitory Affidavit**

**Student：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dormitory residents shall read this Affidavit thoroughly and comply with the terms and conditions as stated below.**

**If winter(summer) move out process is not completed for any reason ,personal belongings will be packed to the fellowship hall by dormitory service group. Shall be responsible for loss of valuables, I am willing to accept without objection.**

**To：Dorm section**

**Signature of Student﹕**

**Y M D**