

亞洲大學寒(暑)假住(退)宿申請表

Asia University Winter (Summer) Vacation registration /withdrawal Application Form

申請日期 Application Date : 年(y) 月(m) 日(d)

姓名 Name		系所班級 Dept. Class		
個人電話 Applicant's phone no.		學號 Student ID No.	性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
緊急聯絡人電話/關係 Emergency contact phone no. / relationship		國籍 Nationality		
寒/暑假 住宿申請原因 The reason for application		申請住宿期間 For how long	寒(暑)假全期間(不含春節) <input type="checkbox"/> Entire winter (summer) vacation (Chinese New Year excluded) <input type="checkbox"/> From 月(m) 日(d)起 至 to 月(m) 日(d)止	

住宿流程 Accommodation Process

I. 宿服組審核 (先審核通過後再繳費) Verify by Dorm Section (Don't pay the fee before approved.)	共 Stay in _____ 天 days(_____ 晚 night)		IV. 出納組繳費簽證 Cashier Section Pay Certify	
	<input type="checkbox"/> 全額 Full price <input type="checkbox"/> 半額 Half price <input type="checkbox"/> 低收入戶免費(須證明影本)	總金額 Total price NT\$	(至繳費機繳費後送回宿服組) (Hand in this form back to the Dorm Section after pay the fee at the payment machine.)	
II. 繳交保證金 100 元 (含鑰匙與清潔) Pay NT\$ 100 as deposit for key and cleaning.	(確認收齊由宿服組予以蓋章) (Approval stamp here after all payment is checked.)			
III. 申請續住 (學生應先至宿服組確認) Extend stay application (Confirm the information with the Housing Section beforehand)	From 月(m) 日(d)起 至 to 月(m) 日(d)止 共 Total _____ 天 days(_____ 晚 night)	總金額 Total price NT\$		
	<input type="checkbox"/> 全額 Full price <input type="checkbox"/> 半額 Half price <input type="checkbox"/> 低收入戶免費	騰寫人簽名 Scribe's Signature		

退宿流程 Check Out Process

房間狀況與 鑰匙清點、 核對住宿時 間、退還保 證金 Check the situation of the room, keys, and the days of stay, and the key deposit refund	檢查寢室設備完整及清潔 Room facility and cleanliness inspection : <input type="checkbox"/> 正常 Approved <input type="checkbox"/> 異常 Failed 繳還寢室鑰匙 The returning of room key : <input type="checkbox"/> 已繳 Yes <input type="checkbox"/> 未繳 No 搬出時間 Moving out time : ____ 月(m) ____ 日(d) ____ 時(hr) ____ 分(min) 保證金 Deposit : <input type="checkbox"/> 退還 Refund <input type="checkbox"/> 不退還 Confiscate	
	服務員簽名 Staff Signature	(簽名須押日期)
	學生簽收保證金 Applicant's Signature	(流程皆完成才退還保證金, 簽名須押日期) The key deposit will only be refunded after check out process is completed. Signature must be dated.

同意書

本人提出寒（暑）假期間住宿申請並同意遵守以下規定：

- 1.依學校訂定之標準及期限繳交住宿費及保證金，保證金需於寒(暑)假期結束一週內領取，逾期不予退還。
- 2.宿舍內或宿舍管制區域（含陽台、人員出入口及宿舍前廣場）禁止吸菸。
- 3.絕對遵守「學生宿舍住宿申請及管理要點」及學生宿舍其他既有規定，否則願接受校規處分。
- 4.依管理單位分配之寢室床位住宿，搬離時寢室須清潔、恢復原狀並繳回鑰匙，否則保證金將作為清潔費或鑰匙之賠償費用。
- 5.有關生活必需之水、電、空調、活動空間及寢室，由管理單位視實際需要開關及派員維修，個人不得異議或提出要求。
- 6.春節休假或學校公告宿舍關閉期間，除已簽核過之境外生外，必須配合離校返家。
- 7.若未於寒(暑)假住宿日期截止當日完成退宿流程，同意由書院與住宿服務組(以下簡稱宿服組)於隔日清空房間，所移出之物品宿服組可不負保管及損壞賠償責任，且一週內未認領將由宿服組逕行處理，本人願接受不得異議。
- 8.亞洲大學基於「學生住宿安全管理」之目的，自住宿生取得家長與緊急聯絡人之姓名、電話等個資，作為學生住宿期間及地區內的必要聯繫之用。您可依法行使請求查詢、閱覽、補充、更正；請求提供複製本；請求停止處理、利用；請求刪除個人資料等權利，請洽【04-2332-3456 #3261】。

I here by read this Affidavit, and agree to comply with the terms and conditions as stated below.

1. I agree to follow the procedures and time-limit to pay accommodation fees and deposits which are set by the school, The deposit would not return, if it doesn't collected within one week after the vacation end.
2. The dormitory areas (including balconies, doorway and squares in front of the dormitory) are non-smoking areas.
3. If I violate the Regulations of Accommodation Application and Management of Student Hostel and other existing rules, I am willing to accept the punishment by the regulations.
4. I oblige to check into the bedroom and the bed which is assigned by the Dormitory Section. And I agree to clean and restore the bedroom in good condition, and return the key at checking out. If not so, I agree to have my deposit deducted as cleaning fees, or the cost of duplicating keys.
5. According to actual needs, water, electricity, and air-conditioning in activity areas or rooms would be central controlled or maintained by the management unit, any individuals shall not raise objections or make requests.
6. The dormitory are closed during the Chinese Lunar New Year holiday. Except for the foreign students who have gotten stay approval, local students shall leave dormitory.
7. If I don't finish the winter /summer vacation move out procedure before the final date, I agree that the Dormitory Service Section can pack out my personal belongings, and I shall not blame the Dormitory Service Section for any damage or lost, and the Dormitory Service Section can deal with them, if I don't claim them within one week.
8. Based on the purpose of "student dormitory safety ", the Dormitory Services Section need obtain the data of resident's names, phone numbers and parents' phone no. for the purpose of emergency uses. But a student has the right to inquiry, reading, supplementation and correction, or request to stop processing, usage or delete personal data etc., according to law. Details please contact 【04-2332-3456 #3261】

申請人簽名 Applicant's Signature :

學號 Student ID no. :

年(y) 月(m) 日(d)

------(非相關單位請勿填寫)-----

亞洲大學寒（暑）假「校內」工讀/實習/專題研究證明書
Internship/Independent study/Research Approval

申請日期 Date : 年(y) 月(m) 日(d)

單位 Department	期間 Period	教授/單位助理 Advisor/ Assistant	單位主管/(院)系主任 Department head
	From 月(m) 日(d) 至 to 月(m) 日(d)		