

義守大學國際學舍一館學生宿舍短期住宿申請表（學生用）

申請日期： 年 月 日

系級		學號		姓名	
性別		電話		分配 住宿寢號	
住宿原因		租賃 期間	自 年 月 日起 至 年 月 日止	合計	月 天
住宿費用	新台幣 仟 佰 拾 元整				
單位簽證				證明 文件	

國 際 學 舍 一 館 住 宿 同 意 書

- 一、租賃對象：符合本校學生宿舍短期住宿申請及管理規定所列之在學學生。
- 二、租賃期間：如上列，租賃關係於期限屆滿時消滅，租賃期間不得中途退租，否則視為違約。
 1. 進退宿時間 08:00~12:00 及 13:00~17:00 及 18:00~20:00 止。
 2. 不提供個人寢具，需自行準備。(如枕頭、棉被、床包)
 3. 個人寢室遙控器電池屬於耗材品，請同學自行購買更換。
- 三、租金繳納方式：
 - 1、住宿費為每日 150 元(不含電費)，由國際學舍一館開具繳費單交由學生繳費。
 - 2、保證金為新台幣 3000 元整，於簽訂本同意書之同時繳納，租賃期限屆滿，騰空並交還房屋及門禁磁卡鑰匙，並同意扣除使用所必須繳納之電費及損壞需修理費用(除正常耗損及折舊外)，或如有積欠租金或房屋之不當使用應負賠償責任得由保證金優先扣抵，並於離宿前完成個人寢室公物清點與環境自行整理乾淨，如有殘留雜物不丟棄者，同意由國際學舍以廢棄物逕行處理(需額外加收 1000 元處理費)，不得異議。經學舍人員檢查合格者，保證金無息退還本人。
 - 3、保證金於同意書簽訂後，除勒令退學者退還保證金外，如未能如期繳交當次應繳租金視同違約不住宿，或未在期限內完成退宿手續，或中途退宿者，則予以沒收。
- 四、電費繳納：每間房間設有電表，租賃期間因使用租賃物所產生之電費依實際用電量收取，於保證金內扣繳。(水費已併入租金，無須另行支付)
- 五、同意遵守宿舍管理辦法及宿舍生活公約等住宿相關規定，服從管理人員之督(指)導，共同維護本宿舍之公共安全(寧)及衛生，若有違反願接受校規之處分，若造成損害願負一切責任。
- 六、電梯及逃生門設有刷卡裝置，應刷卡進出，並隨手關閉。除學校所規定之進、退宿時間外，不得帶領親友、異性友人或非本宿舍住宿人員進入宿舍或留宿，如須會客，一律於會客區實施，若有違反願接受校規之處分，並取消下學期住宿資格，保證金不予以退還。
- 七、本宿舍為 2 人套房，若要求 1 人住宿則應繳 2 人床位費用；於租賃期間，該寢室其中一床因故退宿，造成寢室只有 1 人時，自願接受管理單位安排，進行寢室合併，不得異議。個人物品勿任意放置他人床位。
- 八、違反「宿舍生活公約」時，接受終止租賃約定並限期遷出；另於終止租約時，同意翌日將租賃房屋回復原狀騰空歸還校方，不藉詞推諉或主張任何權利，且不向校方請求遷移費或任何費用，如有殘留雜物不搬出時，視為放棄，同意由校方以廢棄物逕行處理，不得異議。
- 九、本宿舍不提供停車場，車輛一律停放在學校停車場內。
- 十、學舍一館不得在陽台晾曬衣物，亦不穿著內(睡)衣等不適當衣物站立陽台或干擾附近中小學或商店街之正常活動。
- 十一、生效日期：本同意書自繳清住宿費用並簽字後生效。

立約人：

學號：

系級：

承辦單位	會辦單位	決 行

義守大學學生國際學舍生活公約

住宿學生為維護之安全、安寧與生活品質，於住宿期間願遵守下列規定：

I. 進住及退宿：

1. 按分配床位進住，期滿依規定時間退宿；未經核准不得擅自進住、退宿、頂讓或變更床位。請依照學舍規定進、退宿時間辦理 08:00~12:00 及 13:00~17:00 及 18:00~20:00 止。
2. 進住前應繳清住宿費；進住時，自行清點核對公共財物及領用物品，若有短缺或損壞應即報告或請修。
3. 退宿時住宿生應會同櫃檯管理人員清點、繳還公物，繳清欠費，並完成清潔、復原，如有損壞或遺失依規定賠償，逾期未賠償或故意毀損者，依規定議處並函告家長理賠。

II. 住宿規定及活動：

1. 住宿生應經常瀏覽學舍公佈欄公告，遵守學舍管理辦法及相關住宿規定，並接受學舍櫃檯管理員督導。
2. 住宿生應依學舍公告時限完成各項作業手續，逾時得拒絕受理或依罰則辦理。

三、學舍門禁規定：

1. 住宿生一律由學舍正門進出，攜帶大型物品進出必要時應接受櫃檯管理人員檢查。
2. 大門或電梯設有刷卡裝置者，應刷卡進出，並隨手關閉，以維護公共安全，勿借他人使用，違反住宿規定勒令退宿。
3. ※本學舍不提供任何停車場車位，請依規定申請學校停車位，並依規定停放。

四、學舍會客規定：

1. 會客時間為上午 8 時至下午 22 時，進入住宿生寢室前應至櫃檯換取會客證。
2. 除同性直系尊親屬外，宜在交誼廳或會客室會面。非經核准，不得進入異性寢室，亦不得留宿非住宿生或親友。

五、學舍安全規定：

1. 安全門為常閉狀態、樓梯應保持暢通；消防器材、緩降機繩置於應放置定位，不得任意移動；住宿時應了解緊急鈴位置及逃生疏散路線，以策安全。
2. ※不得在寢室擅自接安裝非經許可或影響安全之私人電器用品，嚴禁存放違禁、危險物品；禁止燃放鞭炮、煙火；禁止炊爨、喝酒、賭博（含持有麻將等賭具）、餵養動物，或從事危險、違法、推銷營利及妨害公共安全之行為，如因違反上述規定造成學舍相關危害或公共危險，將追訴應負承擔及賠償責任。
3. 住宿生應妥善保管財物，寢室避免存放現金或貴重物品，房門及抽屜鑰匙應妥善保管；離開寢室宜鎖門（務必自行攜帶鑰匙及門禁卡，借用鑰匙或門禁卡達 3 次者得罰愛校服務），寒、暑假離校期間，貴重物品務必自行帶回。

六、學舍環境整潔：

1. 個人物品請勿放置在公共空間(如雨傘、垃圾等)。垃圾應自行分類，並遵守垃圾不落地政策，送至垃圾子母車內，不得堆(棄)置在陽台或公共空間。
2. 不可將泡麵、垃圾丟(倒)入馬桶、飲水機或水槽內，以免阻塞；學舍內嚴禁吸菸，不任意丟棄垃圾，甚至吐檳榔汁，以維護整潔；寢室內請保持整齊、清潔，若經檢查房間髒亂屢勸不聽者，得勒令退宿。
3. 本學舍大廳嚴禁攜帶外食食用，以維護環境整潔。
4. 個人寢室遙控器電池屬於耗材品，請同學自行購買更換。

七、維護學舍安寧及水電管制：

1. 學舍內應維護安寧，嚴禁喧嘩；談話或聽音響，以在寢室內聽到為原則，並尊重室友正常作息。
2. 洗衣機、烘衣機在夜間 11 時 30 分後禁止使用，以免影響同學正常作息。
3. 住宿生應節約水電，避免浪費資源，由櫃檯工作人員負責管制。

八、維護觀瞻：

1. 學舍公物依正確方法使用，不擅自移動位置、拿進寢室或攜出學舍；不擅自變更門鎖(擋)，設施損壞應報請修繕。
2. 不穿著內(睡)衣等不適當衣物站立陽台或對外面大聲呼叫；離開學舍區務必服裝整齊，以維持校園禮儀。
3. 未經權責單位核准，不得在學舍張貼海報、廣告或宣傳物。

九、違反生活公約或住宿規定經查證屬實者，視情節輕重依相關校規懲處，嚴重時得勒令退宿或取消下學年續住申請權利，不得要求退還預繳之住宿費及保證金。

本人_____同學，同意義大國際學舍學生住宿規章並遵守，如有違反以上規定，願接受相關處分。

系別: _____ 學號: _____

本人同意簽章: _____ (※請簽名) 填寫日期: _____ 年 _____ 月 _____ 日

義守大學國際學舍一館短期住宿收據黏存單

繳費項目：保證金

郵政劃撥儲金存款證明單黏貼處(第二聯)

請同學將保證金繳費收據第二聯黏貼於本欄位中，

如未黏貼者視同未完成繳費。

繳費項目：國際學舍一館短期住宿租金

郵政劃撥儲金存款證明單黏貼處(第二聯)

請同學將住宿繳費收據第二聯黏貼於本欄位中，

如未黏貼者視同未完成繳費。

I-SHOU UNIVERSITY

Application Form for Short-term Accommodation at International House I (For students)

Application Date: _____

Dept. & Grade Level		Student No.		Name	
Gender		Contact Phone Number		Room No.	
Reason for Accommodation		Lease Term	From (Y) (M) (D) To (Y) (M) (D)	month(s) and day(s) in total	
Accommodation Fees		NT\$			
Visa		Supporting Document			

Housing Agreement for International House I

- I. Qualified applicants: Students currently enrolled and meeting the rules of short-term accommodation application for student dormitories of the University.
- II. Lease period: As mentioned above, the lease terminates upon the expiration of the term. The lease cannot be terminated before the expiration of the term; otherwise, it will be considered a breach of contract.
 - 1 Moving-in and moving-out times are from 8 a.m. to 12 noon, from 1 p.m. to 5 p.m., and from 6 p.m. to 8 p.m.
 - 2 Personal bedding is not provided; please prepare your own (e.g., pillows, quilts, bedsheets)
 - 3 The batteries for the remote control in the individual dormitory room are consumables. Students should purchase and replace them on their own.
- III. Rent payment:
 - 1 The accommodation fee is NT\$150 per day (excluding electricity charges). Payment receipts will be issued by the International House I and should be paid by students.
 - 2 The deposit is NT\$3,000, payable at the time of signing this agreement. Upon the expiration of the lease term, the dorm room and access card keys must be returned, and the resident agrees to deduct the necessary electricity charges and repair costs (except for normal wear and tear and depreciation) or any outstanding rent or compensation caused by improper use of the dorm room from the deposit first. Before moving out of the dorm room, the resident must complete a dorm room inventory and clean up the environment. If there are residual items not discarded, the International House I is permitted to dispose of them as waste (an additional service fee of NT\$1,000 may be charged), and no objections are allowed. If the inspection by dormitory staff is deemed satisfactory, the deposit will be refunded to the resident without interest.
 - 3 The deposit, once signed in the agreement, will only be refunded to students who are compelled to withdraw from the University. Failure to pay the rent on time is considered a breach of contract, and the right to occupancy will be forfeited. Additionally, if students fail to complete the moving-out procedure within a given time or withdraw from the dormitory midway, the deposit will be confiscated.
- IV. Electricity charges are calculated based on the actual usage as recorded by individual electric meters for each dorm room. The incurred electricity fees during the lease period will be deducted from the deposit. (Water charges are included in the rent and do not require separate payments.)
- V. The resident agrees to abide by the Regulations for Student Dormitory Management at I-Shou University, Housing Regulations for Dormitory Residents at I-Shou University, and other relevant accommodation rules. The resident will comply with the guidance of dormitory superintendents and collectively maintain the public safety and hygiene of the dormitory. In the event of any violation, the resident is willing to accept disciplinary actions according to the university regulations and take full responsibility for any damages caused.
- VI. The elevators and emergency exit doors are equipped with an access control system. It is necessary to tap the card for entry and exit and to close the doors promptly. Outside of the designated moving-in and moving-out times set by the University, residents are not allowed to bring family, friends, opposite-sex companions, or individuals not residing in the dormitory into the dormitory or allow them to stay overnight. **If hosting visitors is necessary, it must be done in the designated reception rooms. Violation of this rule will result in disciplinary action, including the cancellation of accommodation eligibility for the following semester, with the forfeiture of the deposit.**
- VII. This dormitory provides 2-person suites. If an individual requests accommodation, he/she should pay the fee for both beds. During the rental period, if one resident leaves the dorm room for any reason, resulting in a single resident in the dorm room, they willingly accept the arrangement by the dormitory to merge rooms, and no objections are allowed. Do not place personal items on others' beds without permission.

VIII. In case of violation of the Housing Regulations for Dormitory Residents at I-Shou University, the lease agreement may be terminated, and the resident is required to move out before a given deadline. Upon termination of the lease, the resident agrees to restore the rental property to its original condition and vacate it the next day, relinquishing any claims or rights. The resident also agrees not to request relocation fees or any other charges from the University. If any debris or items are left behind upon moving out, it is considered abandonment, and the University has the right to dispose of them without objection from the resident.

IX. This dormitory does not provide parking lots. All vehicles shall be parked in the University's parking lots.

X. International House I prohibits hanging laundry on the balcony. It is also forbidden to stand on the balcony wearing inappropriate clothing, such as underwear or sleepwear, or engage in activities that disrupt the normal operations of nearby elementary schools, middle schools, or commercial streets.

XI. Effective Date: This Agreement becomes effective on the date when the Applicant signs it and pays accommodation fees.

Signature:

Student No.:

Dept. & Grade Level:

Unit-in-charge	Countersigning Unit(s)	Ratification

I-SHOU UNIVERSITY

International House I Record of Receipts

Item: Deposit

Please paste the second copy of the deposit receipt here.

Those who fail to paste the receipt shall be deemed to have failed to pay
the deposit.

Item: Rental for Short-term Accommodation at International House I

Please paste the second copy of the rental receipt here.

Those who fail to paste the receipt shall be deemed to have failed to pay
the rental.

Housing Regulations for International House Residents at I-Shou University

Dormitory residents (hereinafter referred to as “residents”) hereby agree to comply with the following rules in order to maintain a secure, peaceful, and quality living environment:

III. Moving in and out:

4. Residents shall move into the assigned bed, and upon expiration, move out at the specified time. Unauthorized entry, moving-out, subletting, or changing of bed assignments is strictly prohibited without approval. Please follow the dormitory regulations for moving-in and moving-out times: 8 a.m. - 12 noon, 1 p.m. - 5 p.m., and 6 p.m. - 8 p.m.
5. Residents shall pay accommodation fees in full before moving in. Residents shall check the quality and quantity of dormitory property and supplies distributed to them right after moving in. Residents shall report to dormitory superintendents or apply for repair in case of shortage or damage.
6. Before moving out, residents shall return to dormitory property, pay off payables, and clean and restore the dorm room under the supervision of dormitory superintendents. Residents are held liable for compensation in case of any damage to or loss of dormitory property. Those who fail to make compensation by a given deadline or are found to have caused any damage on purpose will be punished pursuant to the University’s regulations and rules, and the University will notify their parents of making compensation.

IV. Dormitory Rules and Activities:

3. Residents shall visit the dormitory bulletin boards for dormitory-related announcements, abide by the Guideline on Student Dormitory Management at I-Shou University and other applicable rules, and receive guidance and supervision from dormitory superintendents.
4. Residents shall complete all necessary application formalities by a given deadline as announced by dormitory management offices. Late applications will NOT be considered, and those who have missed the deadline may be punished in accordance with the applicable rules.

V. Dormitory Curfews:

4. Residents shall enter or leave through the main entrance; those who enter or leave the dormitory with large luggage shall accept a security check from dormitory superintendents.
5. If an access control system has been installed at the dormitory entrance or elevator, residents should enter or leave with the access card and keep the doors closed at all times to ensure public safety. Do not lend your access card to others; violators will be evicted from the dormitory.
6. ※ This dormitory does not provide any parking lots. Please apply for a parking space according to the University's regulations and park accordingly.

VI. Meeting Guests:

3. The visiting hours are from 8 a.m. to 10 p.m. Before entering a resident's dorm room, visitors shall go to the counter to obtain a visitor's pass.
4. Residents shall meet guests in the dormitory common room, except for lineal ascendants of the same sex. Residents are prohibited from entering areas designated for residents of the opposite sex. Additionally, they are not allowed to have non-residents, relatives, or friends stay overnight in their dormitories unless prior consent is obtained.

VII. Dormitory Security:

4. Emergency exits shall be closed and staircases shall be kept clear at all times, and the fire-fighting equipment and ropes of the emergency escape sling shall always be placed in the same location without being moved around. When moving into the dormitory, residents shall fully understand the locations of emergency bells and evacuation routes to ensure their own safety.
5. ※ Residents are strictly prohibited from a) using personal electrical appliances which may endanger fellow residents without prior consent; b) storing illegal or dangerous substances at the dormitory; c) setting off firecrackers or fireworks; d) cooking, drinking, gambling (including possessing mahjong tiles or other gambling paraphernalia) and keeping pets; or e) getting involved in any activities that are dangerous, illegal, profit-seeking, or jeopardous to public security. In case of violation of the above rules leading to dormitory-related hazards or public dangers, the resident will be held liable for damages.
6. Residents shall safeguard their personal belongings and not leave their money or valuables in their dorm rooms. Residents shall always bring keys to the room door and drawers with them and lock the door whenever they leave their dorm room. (Residents shall bring the keys and access cards with them; those who have borrowed keys or access cards three times will be asked to do campus service as punishment.) Residents shall bring all the valuables back home during summer and winter vacations.

VIII. Keeping the Dormitory Neat and Tidy:

5. Personal items (such as umbrellas, trash, etc.) shall not be placed in public areas. Please recycle your garbage on your own and comply with the policy of not littering. Dispose of it in the garbage collection cart and do not stack or abandon it on the balcony or in public areas.
6. Residents are strictly prohibited from (a) dumping instant noodles or waste into the toilet, drinking fountain, or sink for fear of pipe blockage; (b) smoking at the dormitory area; and (c) littering or spitting out the betel nut juice. Please keep the dormitory clean and tidy. If a room is found to be messy after inspection and repeated warnings are ignored, the resident will be evicted from the dormitory.
7. To maintain a clean environment, eating outside food is strictly prohibited in the lobby of the dormitory.
8. The batteries for the remote control in the individual dormitory room are consumables. Students should purchase and replace them on their own.

IX. Keeping the Dormitory Quiet and Utility Control:

4. Residents shall keep the dormitory quiet, and no noise is allowed there. When chatting, listening to music, or watching a video, residents shall keep the volume as low as possible and respect the lifestyle of their roommates.
5. Residents shall not use washing machines or clothes dryers after 11:30 p.m. in a bid to avoid disturbing fellow residents.
6. Residents shall make reasonable use of water and electricity for fear of wasting resources. Dormitory superintendents are responsible for controlling water and electricity supply at the dormitories.

X. Dormitory Maintenance:

4. Dormitory property shall be used with care and not be displaced or taken into the room or out of the dormitory. Residents are not allowed to change door locks or door stoppers and shall apply for repair if any dormitory facility is damaged.
5. Residents are barred from being dressed improperly (e.g., in underwear or pajamas) on the balcony or yelling outward. As per campus etiquette, residents shall be groomed and well-dressed when leaving the dormitory.
6. Residents are not allowed to put up posters, advertisements, or promotional materials at the dormitory unless with prior consent of the competent authority.

XI. In case of any violation of the Housing Regulations for International House Residents at I-Shou University or other applicable regulations and rules, residents shall be punished depending on the severity under the relevant regulations and rules of the University and be evicted from the dormitory, in case of a serious violation, or denied the right to live on campus in the following academic year; meanwhile, the prepaid accommodation fee and deposit shall not be refunded upon request.

I, _____, agree to abide by the rules and regulations of the Housing Regulations for International House Residents at I-Shou University. In the event of any violation of the above provisions, I am willing to accept corresponding penalties.

Department:

Student No.:

Signature:

Date: