

# 義守大學學生宿舍短期住宿申請及管理規定

96年7月11日校長核定施行

97年9月27日校長核定修訂

107年8月22日行政會議修正通過(全文)，107年8月30日校長核定公告

113年9月25日行政會議修正通過(第1、3~7點)，113年10月10日校長核定公告

## 一、目的：

為協助本校因學習或在校工讀學生，解決短期住宿需求，服務學生，便於輔導及管理，特訂定本規定。

## 二、申請對象：

- (一)實習學生。
- (二)專題或研究學生。
- (三)寒、暑修學生。
- (四)在行政或教學單位工讀學生。
- (五)因受傷短期無法通學學生。
- (六)交換生。
- (七)短期研習無學籍學生。
- (八)其他專案核准學生。

## 三、住宿期限：

- (一)短期住宿以安排現有空床位為原則，實際申請期程依自有宿舍關閉及開放時間，另行公告。
- (二)除實習學生依其實習期限計算外，其他學生住宿日期以十五日為一期，超過十五日者，以其實際申請住宿期間計算，且不得分段申請。
- (三)短期住宿學生應於原申請住宿日期截止時完成退宿、復原宿舍。

## 四、住宿地點：

- (一)校本部及醫學院區住宿地點，於當期短期住宿申請公告載明。
- (二)前述宿舍均以該時期可提供之床位及現有設施開放申請，不得指定寢室、床位或要求變更設備。

#### 五、申請手續：

申請短期住宿學生，於申請時間內填妥短期住宿申請表後，持學生證及相關證明至學生事務處住宿組(以下簡稱住宿組)辦理。完成繳費後，憑收據及申請表至宿舍管理站辦理入住手續。

#### 六、住宿費計算：

- (一) 短期住宿費以日計算，於當期短期住宿申請公告載明，由住宿組開具繳費單交由學生繳費。
- (二) 申請短期住宿之學生應繳交保證金新臺幣三千元，連同住宿費於進住前繳納，住宿期限屆滿，復原交還房間及鑰匙，保證金扣除應繳電費及非正常損壞需維修之費用，無息退還學生。但住宿期限未滿即辦理退宿者，不予退還保證金。

#### 七、一般規定：

- (一) 本校相關行政單位應配合學生短期住宿提供水電、維修、清潔及各項管理。
- (二) 申請短期住宿學生應遵守宿舍管理辦法及相關住宿規定(含生活公約)，並應服從宿舍生活輔導老師之督(指)導。
- (三) 住宿組依需要制定相關申請表格，供學生申請使用。

#### 八、本規定經行政會議審議通過，陳請校長核定後自公告日實施。

# **Rules of Application for and Management of Short-term Accommodation at Student Dormitories of I-Shou University**

Promulgated with the consent from the President dated July 11, 2007

Amendments promulgated with the consent from the President dated September 27, 2008

Amendments to the Rules adopted by the University Administration Council on August 22, 2018, and promulgated with the consent from the President dated August 30, 2018

Amendments to Provisions I and III-VII adopted by the University Administration Council on September 25, 2024, and promulgated with the consent from the President dated October 10, 2024

## **I. Purpose:**

The Rules of Application for and Management of Short-term Accommodation at Student Dormitories of I-Shou University (hereinafter referred to as “the Rules”) are made by I-Shou University (hereinafter referred to as “the University”) to help students or work-study students find short-term accommodation.

## **II. Applicants:**

1. Students doing an internship;
2. Students working on a project or research;
3. Students taking courses offered during the summer or winter vacation;
4. Work-study students working at an administrative or academic unit;
5. Students who are unable to commute to the University due to an injury;
6. Exchange students;
7. Students visiting the University for short-term study; and
8. Students having obtained special consent from the University.

## **III. Accommodation Period:**

1. In principle, short-term accommodation is subject to the availability of beds upon application. The application period is subject to the operation period of university-

owned dormitories, which will be announced separately.

2. An accommodation period is fifteen days, and those who want to stay longer than fifteen days shall apply for accommodation for a certain number of days.

Notwithstanding the foregoing, the accommodation period for students doing an internship is subject to the internship period.

3. Short-term residents shall check out and restore their rooms by the end of the accommodation period.

#### IV. Dormitories:

1. The accommodation locations at the Main Campus and the Medical Campus will be specified in the announcement for short-term accommodation applications every semester.
2. The application is subject to the availability of beds and existing amenities. Applicants are not permitted to ask for a specific dorm room or bed or to request the replacement of any amenities.

#### V. Application:

Applicants shall complete and submit an application form for short-term accommodation to the Student Housing Section of the Office of Student Affairs (hereinafter referred to as “the Section”) along with their student ID cards and supporting documents. Applicants shall visit the dormitory management office to complete the check-in process with the application form and the receipt they acquired after paying accommodation fees.

#### VI. Accommodation Fees:

1. Accommodation fees for short-term accommodation are calculated on a daily basis, and the details about accommodation fees will be announced. Applicants shall pay accommodation fees with a payment slip issued by the Section.
2. Applicants shall pay a deposit of NT\$3,000 and accommodation fees before they move in. On the last day of residence, they shall restore the dorm room and return the key. The deposit will be refunded to applicants without any interest after electricity bills and repair fees for man-made damage, if any, are deducted. Those who check out the dormitory halfway through the accommodation period will not receive the deposit.

#### VII. General Rules:

1. Administrative units shall provide utility services, maintenance, cleaning, and management for short-term accommodation.
2. Applicants shall comply with the Regulations for Student Dormitory Management at I-Shou University and other applicable rules (including the Housing Regulations for Dormitory Residents at I-Shou University) and receive guidance and supervision from

dormitory superintendents.

3. The Section may provide relevant application forms for students to use, if necessary.

VIII. The Rules become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.*