

Asia University Guidelines for Student Accommodation

Application and Management

Adopted by the 1st Student Affairs Conference in the 2001-2002 Academic Year on Oct. 10, 2001
Approved by the 2nd semester Student Affairs Conference in the 2003-2004 Academic Year on Jan. 22, 2003
Approved by the 1st semester Student Affairs Conference in the 2004-2005 Academic Year on Dec. 15, 2004
The 5th school council of the 2004-2005 academic year passed the regulations and changed the name to Asia University on Jun. 22, 2005
Approved by the 2nd semester Student Affairs Conference in the 2005-2006 Academic Year on Apr. 11, 2006
Approved by the 1st semester Student Affairs Conference in the 2006-2007 Academic Year on Jul. 20, 2007
Amended and passed the provisions of Articles 8, 11, 15, 16, 18 and 19 by the 1st Student Affairs Conference in the 2010-2011 Academic Year on Oct. 14, 2010
Announced on Dec. 1, 2010 as Written in Its Official Letter Coded as Asia Mi Tze, No. 0990012374
Amended and passed the provisions of points 1, 2, 4, 5, 6, 8, and 23 by the 2nd Student Affairs Conference in the 2010-2011 Academic Year on Jan. 27, 2011
Announced on Jul. 01, 2011 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1000008343
100.12.9 The 1st Student Affairs Conference of the 100th school year
Amended and passed the provisions of points 6, 7, 8, and 19 by the 1st Student Affairs Conference in the 2011-2012 Academic Year on Dec. 09, 2011
Announced on Jan. 11, 2012 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1010000269
Amended and passed the provisions of points 3, 6, 7, 9, 11, 12, 14, 15, 16, 18, and 20 by the 1st Student Affairs Conference in the 2001-2002 Academic Year on Jan. 09, 2013
Announced on Feb. 27, 2013 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1020001768
Amended and passed the amendments to the provisions of points 3, 6, 7, 8 and 20 by the 1st Student Affairs Conference in the 2013-2014 Academic Year on Jun. 18, 2014
Announced on Sep. 01, 2014 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1030010653
Amended and passed the amendments to the provisions of points 3, 6, 7, 8, 9, 11, 17, 19, and 21 by the 1st Student Affairs Conference in the 2018-2019 Academic Year on Jun. 16, 2019
Announced on Feb. 15, 2019 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1080001748
Approved the addition of point 6, and the original points 6-23 were changed in order by the 2nd Student Affairs Conference in the 2018-2019 Academic Year on Jun. 26, 2019
Announced on Aug. 05, 2019 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1080010844
Amended and passed the amendments to the provisions of points 9 by the 1st Student Affairs Conference in the 2019-2020 Academic Year on Jul. 20, 2020
Announced on Oct. 06, 2020 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1090012160
Approved the addition of points 16, 19, and 20, amended the points 3, 4, 5, 6, 7, 8, 9, 10, 11, and 21, deleted the original points 12, 15, 16, 22, changed the original points 13, 14, 17, 18, 19, 20, 23, and 24 by the 1st Student Affairs Conference in the 2021-2022 Academic Year on Jan. 17, 2022
Announced on Jan. 28, 2022 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1110001369

1. This Asia University (hereinafter referred as the A.U.) Guidelines for Student Accommodation Application and Management” (hereinafter referred as the " the Guidelines ") are for the purpose of attaining the goal of student life education and promoting proper management in dormitory, as well as maintaining a safe and quality living environment.
2. The implement of this “Guidelines” shall not be against government related laws and decrees.
3. Administrative organization and responsibilities:
 - (1) The Residential Colleges and Housing Services Section (hereinafter referred as the "Housing Services Section") of Office of Student Affairs runs, plans, executes, and supervises the student dormitory management under the guidance of the Student Affairs committee. Then, Housing Services Section tutors the business of "Student Dormitory Management Committee". And Dormitory staffs being hired by School are charging in tasks as the follows:
 - I. Security control of Dormitory Accessing.
 - II. Caring and counseling for the life of residents. Correcting and reporting wrongdoing of

residents.

- III. Guarding, or applying Public assets, controlling water and electricity, supervising the dormitory cleanliness, simple repairing and maintenance of various facility, etc.

(2) Resident cadres are organized in order to effectively execute the business and service in dormitory.

The resident cadres' organization and responsibilities are as the follows:

- I. House Leader: A house leader shall be nominated by the residents staying in the same house, then selected by "Housing Services Section". Their job is to assist dormitory staff to execute the housing business, attend dormitory meetings, reflect residents' opinions, and assisting activities.
- II. Floor Leader: A floor leader shall be nominated by the residents staying on the same floor, then selected by "Housing Services Section". The job is to assist house leader to execute the floor business, attend dormitory meetings, reflect residents' opinions, and assisting activities. If a floor leader is on a leave, he or she should ask another floor leader to act as his or her role.
- III. Room Leader: A room leader shall be recommended by roommates. The job is to assist floor leader to roll call, supervise room cleanliness, attending dormitory meetings or activities. If a room leader is on a leave, he or she should ask roommate to act as his or her role.

4. For security reason, any guest is not allowed to access dormitory. Guest visiting must be held at the reception area on the first floor.

5. The boarding staying is for an academic year. (It means the first and the second semesters. Winter vacation and summer vacation are not included).

The deposit is non-refundable because of moving out in the midway, except for the reason of transferring, suspension, dropping out, or other special approved reasons.

6. For the benefit of boarding students' health, the first-time applicants must present a chest X-ray report of last 3 months by a Taiwan Hospital before checking in, otherwise the staying request would refused.

7. Every A.U. students could apply for boarding. Except for those who are with infectious diseases, aggressive mental illness, or disqualified for violating dormitory regulations.

8. Arrangement of beds assigning:

(1) The beds assignment is first for those who are day school freshmen of A.U., second for those who had gotten approved guaranteed beds from "Housing Services Section", third for those who are other academic systems new students or transfer students, the rest for those who are in need.

(2) The beds assignment is subject to "Housing Services Section". It is not allowed to move or exchange them without ratification.

9. Beds Arrangement rules for second grade or above students:

(1) Applying it online within the specified time that is published on the bulletin board.

(2) Eligibility conditions of priority beds allocation are as follows:

- I. Students who have a Physical or mental disability certificate.
- II. Students who have the low-income household certificate issued by government.
- III. Students who are foreigners (include Overseas compatriot students, Mainland Chinese Students), aboriginals, or pregnant.
- IV. Students who will be dormitory cadres in the next term.
- V. Students who demand intensive concern.
- VI. Students who inhabit at outlying islands, in Yilan, Hualien, or Taidong.
- VII. Students whose volunteer service hours volume up to 200 or more which comply with "Asia

University Volunteering Service and Volunteer Manpower Bank Implementation Measures”.

VIII. Students whose award points 60 points or more in one academic year.

IX. After the balance of point 8 and those listed from I to VIII above, the remaining beds will be allocated by lottery.

(3) Two beds rooms are for those who are second grade or above postgraduate students or post-bachelor students, and it has to be booked in person at "Housing Services Section" within the specific time (Online applying is for 4 beds rooms). If the demand is beyond the supplying, beds assignment will be through lottery.

(4) After following the above provisions, if there is still a balance, the "Housing Services Section" will notify the waiting students to make up the remaining beds.

10. Precautions before check-in:

(1) Qualified applicants should understand all the dormitory decrees and pay accommodation and deposit fee before moving in.

(2) If a resident doesn't move in, or submit a postpone check-in form in 2 weeks after a semester begins, the staying will be rejected and deposit would be confiscated.

(3) If there is lack of harmony between roommates, and fail to compromise, the subjects can apply a bed reallocation at "Housing Services Section".

(4) Beds reallocations have to be hand in a specific time that is on the bulletin board.

11. The purpose of the accommodation deposit is as follows:

(1) The deposit is NT\$1,000.

(2) The use for deposit:

I. As a bed reservation fee, after the application is approval.

II. As the repairing cost of a property damage in a room which cannot determine the doer.

III. As the cleaning cost for the parties who fail to do it after check out.

Cashier Unit of General Department is responsible for the payment, management, and refund of the accommodation deposit. The receipts shall be presented when a refund demanded.

12. The boarding period of a semester is starting at 3 days before the beginning of the semester, ending at 3 days after the final examination. Matters related to boarding in winter or summer vacation shall comply with the “Winter and Summer Vacation Boarding Rules of Asia University”

13. When residents leave on winter or summer vacation, and belongings need be stored in the room or at an assigned public area, they should be deal with care by the owners. School or dormitory would be not responsible for custody.

14. Residents will be asked to move out immediately under the following circumstances:

(1) Non-recent graduates.

(2) Suspension, transfer, withdrawal from school.

(3) Reaching 20 penalty points.

(4) Voluntary apply residency withdrawal.

15. Check-out date and refund rules

(1) Those who want move out need to submit a “Move-Out Application Form”. It will be not valid before it is approved. But deposit is non-refundable.

(2) If the approving date is before the beginning date of a semester, full fee will be refunded. But deposit is non-refundable.

- (3) Those who had an approving of “Move-Out Application” would get accommodation refund according to paragraph 5th of this point. But deposit would be non-refundable.
- (4) Those who submit a move-out due to suspension, dropping-out, economic, family, or health issues (attach a related document is needed) can get accommodation refund. But deposit would be non-refundable.
- (5) The accommodation refund is accordance with rules of Asia University Tuition & Fee Refund Standard:
 - I. If the approving date is within the first 1/3 of a semester, 2/3 fee will be refunded.
 - II. If the approving date is between the 1/3 and 2/3 of a semester, 1/3 fee will be refunded.
 - III. If applying date is in last 1/3 of a semester, none will be refunded.
- (6) The dates mentioned above are based on A.U. calendar.
- (7) The accommodation fee and deposit will be non-refunded for those who fail to follow the check-out procedures.

16. Fee rules for supplement:

- (1) The housing services section is in charge of the management of remaining beds due to graduation or withdrawal. Fee rules for supplement as follows:
- (2) If the move-in date is within the first 1/3 of a semester, a full payment will be charged.
- (3) If the move-in date is between the 1/3 and 2/3 of a semester, 2/3 payment will be charged.
- (4) If the move-in date passes 2/3 of a semester, 1/3 payment will be charged.
- (5) The dates mentioned above is based on A.U. calendar.

17. Dormitory tranquility and cleanliness:

- (1) In order to improve the life quality in the dormitory, the “Quiet Time” in the dormitory is set from 11:30 p.m. to 7:00 a.m. the next day, and residents should keep quiet. Clamor is prohibited during the time.
- (2) It is prohibited to use a public equipment such as television, washing machine, and dehydrator after 12 o'clock at night.
- (3) The "Quiet Area" in a dormitory is for early sleepers or those who need quiet environment. In this area, residents should strictly keep quiet. Any noise is firmly prohibited during the "quiet time". Violators will be asking to move out of the "Quiet Area" subject to the “Guidelines”.
- (4) The cleanliness in the room is align to every member of roommates. Dormitory staffs can enter and check condition in the room at the end of a semester, and if a damage or filth is checked, the accommodation deposit will be confiscated subject to the provisions of paragraph 2 of point 11.

18. Dormitory access security rules:

- (1) The dormitory implements 24-hour access security management, residents can access the dormitory by scanning access cards or faces at regular time.
- (2) The “Night Access Enhance Security Time” is from 11:30 p.m. to 5:30 a.m. the next day. During the time, residents must comply with the face recognition system or be identified by the night shift staff and fill in the relevant forms to access the dormitory.
- (3) In order to understanding the status of residents, a roll call measure is implemented by the dormitory staffs at 11:30 p.m., and the parties who fail to back to answer the rollcall should fill in the relevant forms.
- (4) Those who want to leave at the “Night Access Enhance Security Time” need to fill in the

relevant forms at the counter before going out. If a person needs a medical or an urgent leave, dormitory staff shall consult his or her parents.

- (5) An emergency exit door shall not be opened except for disasters, fires, or urgencies cases. In order to prevent the invasion by thieves or bad guys, the emergency exit door shall always keep closed. The violators will subject to penalty by the “Guidelines”. If it causes a serious condition, the violators will subject to “The regulation of Rewards and Punishments for Student of Asia University” and responsible for damage costs.

19. Under the "Military Training Center" guiding, the "Housing Services Section" shall held a disaster and evacuation drill once a school year. Every residential member shall participate in the exercise.

20. Leave asking rules:

- (1) Those who decide not to stay at night should apply a leave permission on website at least before 21:30 the same day. Fill in "Temporary Leave" for the reason.
- (2) Those who decide not to stay for one week should apply a leave permission on website at least before the leaving day. Fill in "Advance Leave" for the reason.
- (3) Those who provide false documents to apply a leaving permission will be punished by the "Guidelines for Dormitory Living Norms and Implementation".

21. Act of resident should abide by the "Guidelines for Dormitory Living Norms and Implementation". For some serious acting would deal with "Guidelines for Dormitory Living Norms and Implementation". In order to understand what happened in a room, the dormitory staff could enter the room for investigation with dormitory cadres.

22. Maintenance procedure:

Reporting any maintenance needs on Maintenance Report System, Maintenance staff of the General Affairs Office or other units will response for it. But if the facility is improper vandalism, the doer shall be charged for the cost, and be executed the punishment according to relate regulations of A.U..

23. These guidelines have been passed by the Student Affairs Conference, and issued after approval by Principal. Amendments will be made in the same manner.