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 2nd 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
Approved the addition of points 21, amended the points 4, 14, 18, and 19, changed the original points 21-23 by the 2nd Student Affairs Conference in the 2022-2023 Academic Year on Jun. 13, 2023
Announced on Jul. 17, 2023 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1120010658
Approved the addition of points 22, amended the points 6, 7, 9, 10, 11, 12, 16, 17 and 18, changed the original points 22-24 by the 2nd Student Affairs Conference in the 2024-2025 Academic Year on Jun. 19, 2025
Announced on Aug. 12, 2025 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1140013129
Amended the points 9, 18 and 19 by the 2nd Student Affairs Conference in the 2025-2026 Academic Year on Jan. 29, 2026
Announced on Feb. 09, 2026 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1150002015
Amended the points 3, 10, 11, 13, 15 and 17 by the 3th Student Affairs Conference in the 2025-2026 Academic Year on Jun. 09, 2026
Announced on Jul. 15, 2026 as Written in Its Official Letter Coded as Asia Mi Tze, No. 1150011276

1. This Asia University “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.

(3) The Office of General Affairs is responsible for the construction and maintenance of student dormitories, fire safety facilities, drinking water sanitation, and the environmental sanitation of areas surrounding the dormitories.

(4) The Office of Information and Communication Technology is responsible for the updating, maintenance, and upkeep of student dormitory network infrastructure and systems.

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. To safeguard the health and safety of all dormitory residents, first-time housing applicants are required to submit a chest X-ray examination report issued within the past three months prior to move-in. The report must be issued by a hospital in Taiwan (including Taiwan, Penghu, Kinmen, and Matsu) or by a recognized hospital abroad. Applicants who fail to submit the required document by the specified deadline will have their housing eligibility for the academic year revoked.

7. Applications for dormitory bed are open to all currently enrolled Asia University students, except for those diagnosed with legally designated infectious diseases, students with mental disorders involving aggressive behavior, students whose housing eligibility has been revoked due to dormitory regulation violations, or students who have not completed the required disaster evacuation drills (including remedial measures).

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. In the new academic year, housing applications are open to second-year and above students and will be processed in accordance with the following procedures.:

   (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 or the children of active military personnel.

   III. Students who are foreigners (include Overseas compatriot students, Mainland Chinese Students), indigenous peoples, 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 Taitung.

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 summit 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) Students who wish to change rooms or beds may submit an application within the designated period announced by the University after moving into the dormitory at the beginning of the semester. Applicants must complete the Room and Bed Change Application Form (Appendix A).

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. Failure to meet cleanliness standards when checking out of or moving out of the dormitory.

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 student housing period for each semester shall be based on the Academic Calendar or the announcements published on the Housing Services Section website. Matters related to boarding in winter or summer vacation shall comply with the “Asia University Winter / Summer Vacation Student Accommodation Rules”.

13. When students vacate their dormitory rooms during winter or summer vacation, they must remove all personal belongings from their rooms or place them in a designated storage area provided by the University. However, the University shall not be responsible for the safekeeping of any stored belongings.

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.

(5) Interference with the right of others to live in the dormitory.

(6) Immediate danger due to aggressive or dangerous behavior.

15. Check-out date and refund rules

(1) Those who want move out need to submit a “Move-Out Application Form” (Appendix B). The application shall become effective only after approval through the University's official procedures.

(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) Students who apply to terminate their dormitory residency due to withdrawal from the University, a leave of absence, transfer to another institution, internship requirements, or economic, family, health, or other special circumstances must submit relevant supporting documentation. The dormitory deposit may be refunded only after the application has been approved.

(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:

I. If the move-in date is within the first 1/3 of a semester, a full payment will be charged.

II. If the move-in date is between the 1/3 and 2/3 of a semester, 2/3 payment will be charged.

III. If the move-in date passes 2/3 of a semester, 1/3 payment will be charged.

(2) 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. During designated “quiet time,” stricter noise control measures shall be enforced. Any violations will be handled in accordance with the “Asia University Guidelines for Dormitory Living Norms and Implementation”.

(4) Upon moving into the dormitory, students must inspect the cleanliness of their assigned rooms. If any cleanliness issues are not reported to the dormitory front desk on the day of move-in, the room shall be deemed to have met the University's cleanliness standards at the time of occupancy.

(5) 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 card 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) During periods of “Night Access Enhance Security Time”, students who need to leave the dormitory must complete an outbound registration at the dormitory counter before departing. In cases of illness or other urgent and special circumstances requiring students to go out, if the student has clearly informed the counter and requested assistance in notifying their parents, or if the student is unable to make contact due to loss of consciousness or similar reasons, dormitory staff will proactively assist in notifying the

parents and will report the situation to the Student Safety Center for further assistance.

(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 " Student Safety Center" guiding, the "Housing Services Section" shall hold a disaster and evacuation drill once a school year. Every residential member shall participate in the exercise, non-attendees will not be allowed to apply for a dormitory for the next academic year.

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. Considering the privacy and situation of students with special needs, the Housing Services Section may accept applications for single or double rooms, provided that the student with special needs has been examined by the Health Center and agrees to apply on behalf of the student, or provides a medical certificate from a hospital in Taiwan area (Taiwan-Penghu-Jinmen-Matsu) in the past year. Upon acceptance of the application, the Housing Services Section will arrange depending according to the availability of rooms. Accommodation fee is the same as those for the two-person room.

22. Any individual who enters or resides in a dormitory without prior application or approval shall, upon verification, be required to vacate the dormitory immediately. The individual must also pay the housing fees retroactively based on the actual period of residence, calculated in accordance with the University’s housing fee standards, starting from the officially announced semester housing commencement date. Such conduct will result in restrictions on future housing applications and may be subject to disciplinary action in accordance with relevant the Asia University regulations.

23. 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.

24. 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...

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