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請務必詳閱以下重要事項：

- 1.完整閱讀宿服組寒暑假住宿申請公告。**
- 2.寒暑假住退宿申請表「雙面列印」，單面拒收。**
- 3.繳費後即不退款，務必慎重考量再提出申請。**
- 4.到宿服組繳件前請事先準備存摺影本。**

Read the following:

- 1.Read the Summer/Winter Vacation Boarding Application Announcement in full on the Housing Services Section website.**
- 2.The application form must be printed on both sides. One-sided printing will be rejected!!!**
- 3.No refunds will be made after payment of the Housing fees. Consider your housing needs carefully before applying.**
- 4.Prepare the Post Office/Bank Passbook before submitting the application.**

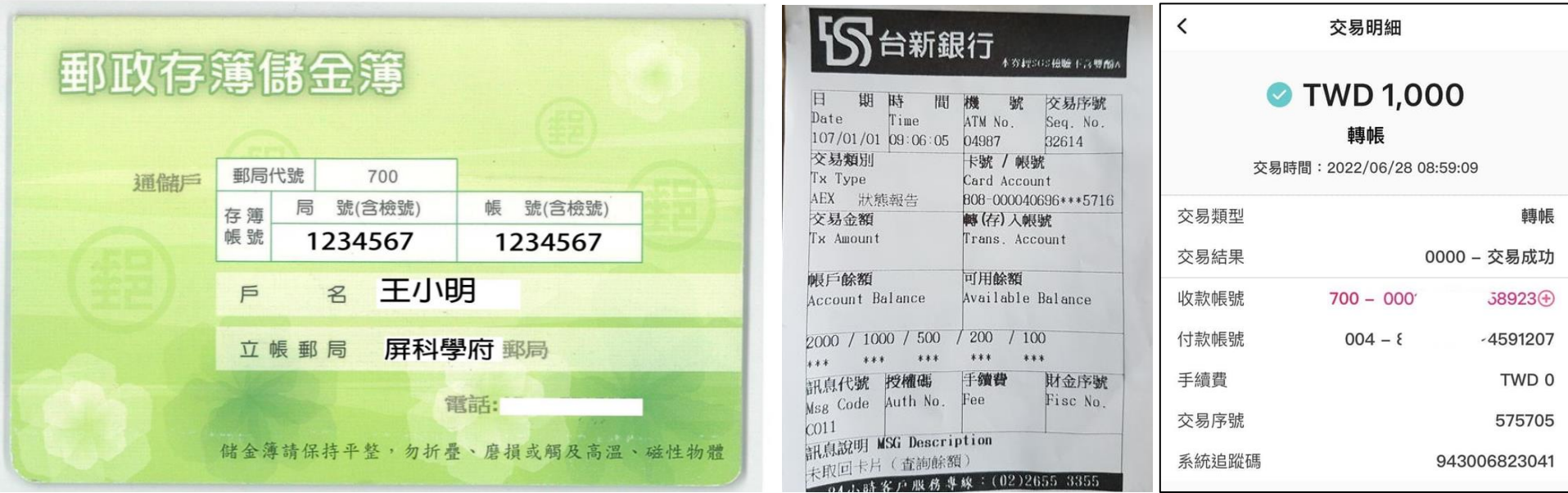
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存摺及收據上傳範例

- 繳費後需要將「存摺影本」與「繳費明細」一起拍照或編輯在同一張圖片上傳，擺放方式如下圖所示。
- 1.郵局/銀行存摺：存摺戶名須與申請人姓名相同；若非國泰世華銀行帳戶，退還保證金時將扣手續費。
 - 2.繳費明細：依繳費方式提供明細。
 - A.機台繳費：住宿費用收據及保證金收據有申辦聯及存根聯各兩張，共四張。
 - B.銀行轉帳：明細請自行拍照或截圖。

Bank Passbook and Payment Receipt/Details Upload Example

- After payment, the applicant must take a photo or edit of the "Post Office/Bank Passbook" and "Payment Receipt/Details " together in the same image, as shown in the example below and then upload them to the Qrcode on the application form.
1. Post office/ Bank Passbook: The passbook account name must match the applicant's name and if it is not a Cathay United Bank account, a processing fee will be deducted when the deposit is refunded.
 2. Payment Details: Provide details by payment method.
 - A. Machine Payment: Housing fee and deposit each have two receipts, making four receipts.
 - B. Bank Transfer: Take your own photos or screenshot the transfer details.



1.郵局/銀行存摺
Post office/ Bank Passbook

2-B.銀行轉帳明細
Bank Transfer Details

| | | | |
|--|--|---|---|
| <p>亞洲大學 自動繳費存根聯</p> <p>申請時間： 申請編號： 學號： 申請身分：在校生 姓名： 項目：住宿費</p> <p>工作時程：即刻取件 單價： 申請份數： 總金額： 投入金額： 受理單位：宿服組 機器編號：B</p> | <p>亞洲大學 自動繳費申辦聯</p> <p>申請時間： 申請編號： 學號： 申請身分：在校生 姓名： 項目：住宿費</p> <p>工作時程：即刻取件 單價： 申請份數： 總金額： 投入金額： 受理單位：宿服組 機器編號：B</p> | <p>亞洲大學 自動繳費存根聯</p> <p>申請時間： 申請編號： 學號： 申請身分：在校生 姓名： 項目：寒暑假住宿保證金</p> <p>工作時程：即刻取件 單價： 申請份數： 總金額： 投入金額： 受理單位：宿服組 機器編號：B</p> | <p>亞洲大學 自動繳費申辦聯</p> <p>申請時間： 申請編號： 學號： 申請身分：在校生 姓名： 項目：寒暑假住宿保證金</p> <p>工作時程：即刻取件 單價： 申請份數： 總金額： 投入金額： 受理單位：宿服組 機器編號：B</p> |
|--|--|---|---|

2-A. 機台繳費收據
Machine Payment Receipts

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)

▶ 我已詳閱宿服組網站寒暑假住宿申請公告。

I have read the winter/summer vacation announcement on the Housing Services Section website.

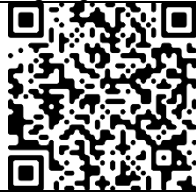
正楷簽名

Full name signature

申請人正楷簽名 Full name signature in print letters :

| | | | | | | | |
|--------------------------|---|--------------------|--|-------------------|--|--------------------|--|
| 學號 Student ID | | 連絡電話 Mobile no. | | 國籍 Nationality | | 生理 性別 Gender | <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female |
| 申請住宿期間 Housing period | <input type="checkbox"/> 寒暑假全期 Entire winter/summer vacation <input type="checkbox"/> 農曆春節(本籍生不可申請) Chinese Lunar New Year <input type="checkbox"/> 短期住宿 Short-term housing : 月(M) 日(D) ~ 月(M) 日(D) 11:59 | | | | | | |
| 申請住宿原因 Housing reason | <input type="checkbox"/> 在校從事工讀、研究、實習。(若申請表背面之證明書未核章，住宿費以全額計算。) On-campus work study, research, internship. (If the approval isn't stamped, the full fee will be charged.) <input type="checkbox"/> 具有學籍之境外生。Overseas students with academic status. <input type="checkbox"/> 擔任校外工讀者或補修課。Off-campus work-study or remedial education. <input type="checkbox"/> 寒暑假社團、校隊。Winter/Summer clubs and school teams. <input type="checkbox"/> 其他 Other : | | | | | | |

申請流程(以下由宿服組填寫) Application Process (written by staff)

| | | | |
|---|---|---|---|
| I.宿服組審核 (先至宿服組審核再繳費) Verify by Dorm Section (Don't pay the fee first.) | 共 Stay in _____天 days(_____晚 night，以晚計費) | | 存摺、收據上傳 QRcode Receipt Upload QRcode |
| | <input type="checkbox"/> 全額 Full price (NT\$150/night) | 住宿費用(不含保證金) Housing fees (not including deposit) |  |
| | <input type="checkbox"/> 半額 Half price (NT\$75/night) <input type="checkbox"/> 低收入戶免費(須證明影本) | NT\$ | |
| II.宿服組確認繳費明細(需確認住宿費用+保證金 500 元) Confirmation of payment certificate by the Dorm Section (Housing Fees + NT\$500 deposit) | | | 服務員簽名押日期 |
| III.續住(最多 2 次) Continuing (up to twice) 住宿生至宿服組申請並繳費後， 宿服組通知宿舍櫃台填寫此欄位。 | 月(M) 日(D)~ 月(M) 日(D) NT\$_____ | | 服務員簽名押日期 |
| | 月(M) 日(D)~ 月(M) 日(D) NT\$_____ | | 服務員簽名押日期 |

寒暑假住宿退宿流程 Winter/Summer Vacation Housing Check Out Process

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|--|------------------------------|
| I.檢查房間狀況 Check the room condition 寢室清潔及設備正常 Room cleaning & Equipment undamaged : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No，原因 because _____ | 服務員簽名押日期 |
| II.鑰匙清點、核對住宿時間 Check the key & days of stay 繳還寢室鑰匙 Return dorm key : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No，原因 because _____ 搬出時間 Move-out time : 月(M) 日(D) 時(Hr) 分(min) | 服務員簽名押日期 |
| III.住宿生核對宿舍人員檢查登記之「房間狀況、鑰匙清點、搬出時間」內容無疑議後簽名退宿。 Residents check the check-out process details registered by the dormitory staff and sign out. | 住宿生簽名押日期 Signature & Date |

住宿同意書 Consent for Housing

本人提出寒（暑）假期間住宿申請並同意遵守以下規定：

- 1.依本校「寒暑假學生宿舍管理規則」，學生宿舍寒暑假關閉期間，以實施寢室清潔、消毒、設備檢修保養等工作為主，在不妨礙上述工作時，得提供本校住宿生及營隊寒暑假住宿。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。
- 2.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。
- 3.遵守本校「寒暑假學生宿舍管理規則」及學校其他既有規定，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。
- 4.依學校訂定之標準及期限繳交住宿費及保證金，並按書院與住宿服務組（以下簡稱宿服組）分配之寢室床位住宿，如未依規定退宿、寢室設備損壞或未清潔，保證金不予退還。保證金退還方式詳見宿服組網站每學年寒暑假住宿申請公告。
- 5.若未於寒（暑）假住宿日期截止當日完成退宿流程，同意由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。
- 6.亞洲大學基於「學生住宿安全管理」之目的，須蒐集您（住宿生）的姓名、聯繫電話等個人資料，及自學校資訊系統取得您的個人資料，以在您居住本校住宿期間及台灣地區內，作為本校宿舍管理之用。您得以下列聯絡方式行使請求查閱、補充、更正；請求提供複製本；請求停止蒐集、處理、利用；請求刪除個人資料等權利，請使用「亞大學生信箱」來信本校宿服組(dss@asia.edu.tw)。

I have read this consent and agree to comply with the terms and conditions set out below.

- 1. According to the "Asia University Winter/Summer Vacation Student Accommodation Rules", the dormitory will be closed during the winter/summer vacations for dormitory cleaning, disinfection, equipment maintenance, etc. Accommodation for residents and camps during the winter/summer vacation will only be provided if there is spare capacity. Regarding water, electricity, air conditioning, activity space and dormitories that are necessary for daily life, the management unit will turn on and off and send personnel to repair them according to actual needs. Individuals are not allowed to object or make requests.
- 2. 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.
- 3. Follow the "Asia University Winter/Summer Vacation Student Accommodation Rules" and School Regulations. Dormitory areas (including balconies, doorways and courtyards) are non-smoking areas.
- 4. Follow the procedures and deadlines set by the school to pay the housing fee and deposit, and to check into the room & bed assigned by the Residential Colleges and Housing Services Section (referred to as the Housing Services Section). The deposit will not be refunded if the rules for leaving the room are not followed, or if the room is damaged or not cleaned. Please refer to the Winter/Summer Vacation Application Announcement on the Housing Services website for details on deposit refunds.
- 5. If not complete the check-out process by the end of the housing period, the Housing Services Section will clear the room on the next day, and will not be responsible for the storage or the compensation for damages. If not claim the items within one week, the Housing Services Section will handle the items directly.
- 6. Based on the purpose of "student dormitory safety management", Asia University needs to collect your (resident) personal information, such as names, contact numbers, etc., and obtain your other personal information from the school's student information system, for the purpose of dormitory management during your stay in the university and within Taiwan. You have the right to request to access, supplement, correct, request a copy, request to stop collecting, processing, or using, and request to delete personal information. Please contact the Housing Services Section (dss@asia.edu.tw) with Asia University student mailbox.

申請人簽名 Applicant's signature :
學號 Student ID :
日期 Date :

------(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
On-campus Work Study/ Internship/ Research Approval

| | | |
|---|-------------------------------------|--------------------------------------|
| ▶此學生將於寒暑假期間進行 This student will be doing <input type="checkbox"/> 校內工讀 On-campus Work Study <input type="checkbox"/> 實習 Internship <input type="checkbox"/> 專題研究 Research during the summer/winter vacation. | 教授/單位助理 Advisor/ Assistant Stamp | 單位主管/(院)系主任 Department head Stamp |
| | 簽名押日期 Signature & Date | 簽名押日期 Signature & Date |

※若經查實際未從事相關活動，將立即退宿且不退還住宿費用及保證金。
※If the student's actual reason for application is not as stated above, he/she will be moved out of the dormitory immediately, with no refund of the housing fee and deposit.