

## 亞洲大學書院與住宿服務組輪椅借用說明

- 一、學生事務處書院與住宿服務組(以下簡稱宿服組)輪椅，以提供本校住宿生使用為原則。
- 二、輪椅僅提供短時間借用，其借出期限為 1 天，惟遇假日則可通融至平日第一天歸還。若長時間借用請向本校健康中心借用。
- 三、輪椅借出請攜帶有效證件與新台幣 1,000 元押金至感恩學苑或築夢學苑櫃台領取，並簽立『書院與住宿服務組輪椅借用切結書暨借用單』。
- 四、借出及歸還時，雙方需同時檢查該輪椅是否完整並堪使用。借用手續完成始得借出；歸還時若無損毀使得退還所押證件與押金，若有損毀遺失需負賠償之責。
- 五、歸還時間為每日晚上 9 點前。
- 六、輪椅發生毀損情形時，有效證件與新台幣 1,000 元押金暫不歸還，經宿服組委託廠商評估所需修繕費用後，借用人需於期限內賠償所有修繕費用，確實完成賠償程序後，始歸還證件並無息領回押金。
- 七、繳納賠償費用之寬限期如下，違者報請學校懲處：
  - (一)遺失輪椅後向宿服組掛失十五天內。
  - (二)毀損輪椅後向宿服組報告，經廠商評估所需修繕費用後十五天內。

## Asia University Residential Colleges and Housing Services Section Wheelchair Rental Instructions

- I. Wheelchairs in the Residential Colleges and Housing Services Section of the Office of Student Affairs (hereinafter referred to as the Housing Services Section) are provided for the use of the University's residential students.
- II. Wheelchairs can only be borrowed for a short period of time, for one day, except on holidays, when the wheelchair can be returned on the first day of the following week. If you need to borrow a wheelchair for a longer period of time, please contact the Health Center.
- III. To rent a wheelchair, please bring a valid ID and a deposit of NT\$1,000 to the Gratitude Hall or Dreamweaver Hall counter and sign the "Wheelchair Rental Letter and Rental Form from the Residential Colleges and Housing Services Section".
- IV. When renting and returning the wheelchair, both parties should check that the wheelchair is complete and ready for use. If there is no damage to the returned wheelchair, the deposited documents and deposit will be refunded; if there is damage to the lost wheelchair, the responsibility for compensation will be borne.
- V. The return time is before 21:00 every day.
- VI. In case of damage to the wheelchair, the valid ID and the deposit of NT\$1,000 will not be returned for the time being, and after the Housing Services Section has instructed the manufacturer to assess the repair costs, the borrower will be required to compensate for all repair costs within the time limit, and after the compensation process is completed, the ID and the deposit will be returned without interest.
- VII. The grace period for payment of compensation fees is as follows, and offenders will be reported to the school for punishment.
  - A. The student must report the loss to the Housing Services Section and pay the fee within 15 days of the loss of the wheelchair.
  - B. The student must report the damage to the Housing Services Section and the cost of repair will be assessed by the manufacturer, the student must pay the fee within 15 days of the manufacturer's assessment of the cost of repair.

# 亞洲大學書院與住宿服務組輪椅借用切結書暨借用單

## Wheelchair Rental Letter and Rental Form from the Residential Colleges and Housing Services Section

本人依於借用期間使用 1 台輪椅，並同意遵守以下規定事項：

- 一、借用人符合本校當學期為住宿生。
- 二、宿舍輪椅僅提供短時間借用，其借出期限為 1 天，惟遇假日則可通融至平日第一天歸還，若長時間借用將向本校健康中心借用。
- 三、輪椅借出請攜帶有效證件與新台幣 1,000 元押金至感恩學苑或築夢學苑櫃台領取。
- 四、借出及歸還時，雙方需同時檢查該輪椅是否完整並堪使用。借用手續完成始得借出；歸還時若無損毀使得退還所押證件與押金，若有損毀遺失需負賠償之責。
- 五、歸還時間為每日晚上 9 點前。
- 六、輪椅發生毀損情形時，有效證件與新台幣 1,000 元押金暫不歸還，經宿服組委託廠商評估所需修繕費用後，借用人需於期限內賠償所有修繕費用，確實完成賠償程序後，始歸還證件並無息領回押金。
- 七、繳納賠償費用之寬限期如下，違者報請學校懲處：
  - (一)遺失輪椅後向宿服組掛失十五天內。
  - (二)毀損輪椅後向宿服組報告，經廠商評估所需修繕費用後十五天內。

I agree to use a wheelchair during the borrowing period, and I agree to abide by the following regulations.

- 1.The borrower is a resident student for the current semester.
2. Wheelchairs can only be borrowed for a short period of time, for one day, except on holidays, when the wheelchair can be returned on the first day of the following week. If you need to borrow a wheelchair for a longer period of time, please contact the Health Center.
3. To rent a wheelchair, please bring a valid ID and a deposit of NT\$1,000 to the Gratitude Hall or Dreamweaver Hall counter.
4. When renting and returning the wheelchair, both parties should check that the wheelchair is complete and ready for use. If there is no damage to the returned wheelchair, the deposited documents and deposit will be refunded; if there is damage to the lost wheelchair, the responsibility for compensation will be borne.
5. The return time is before 21:00 every day.
6. In case of damage to the wheelchair, the valid ID and the deposit of NT\$1,000 will not be returned for the time being, and after the Housing Services Section has instructed the manufacturer to assess the repair costs, the borrower will be required to compensate for all repair costs within the time limit, and after the compensation process is completed, the ID and the deposit will be returned without interest.
7. The grace period for payment of compensation fees is as follows, and offenders will be reported to the school for punishment.
  - (1) The student must report the loss to the Housing Services Section and pay the fee within 15 days of the loss of the wheelchair.
  - (2) The student must report the damage to the Housing Services Section and the cost of repair will be assessed by the manufacturer, the student must pay the fee within 15 days of the manufacturer's assessment of the cost of repair.

簽名 Signature :

學號 Student ID No. :

### 基本資料與借還記錄

房號與床號 Room & Bed No.			聯絡電話 Phone No.			
借出日期 Borrow Date		<input type="checkbox"/> 有效證件 Valid ID <input type="checkbox"/> 押金 Deposit NT \$1, 000	借用人簽章 Borrower's signature		經手人簽章 Staff signature	
歸還日期 Return Date		<input type="checkbox"/> 有效證件 Valid ID <input type="checkbox"/> 押金 Deposit NT \$1, 000	輪椅狀態 Wheelchair Condition	<input type="checkbox"/> 良好 Good <input type="checkbox"/> 損壞 Damage _____ <input type="checkbox"/> 其他 Other _____		
借用人簽章 Borrower's signature			經手人簽章 Staff signature			

個人資料蒐集告知聲明：亞洲大學基於宿舍管理之目的，須蒐集您(住宿生)的姓名、聯繫電話等個人資料，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，請洽本校書院與住宿服務組 04-23323456 分機 3261-3262。

Personal Information Collection Notice: For the purpose of dormitory management, Asia University needs to collect your (resident) information, such as names, contact numbers, etc., 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 residential colleges and housing services section of the university at 04-23323456 ext.3261-3262 for assistance.