



學生宿舍住宿保證金說明

中文版



宿舍各階段保證金費用金額

階段	費用	說明
學年 (第一學期、第二學期)	2,000元	新生 (學士班) 學士班大一新生皆為本校宿舍保障身分，因此註冊費內包含宿舍相關費用（含住宿費、保證金、宿舍網路使用費）；無論是否有宿舍住宿需求，皆務必於學校註冊須知內之宿舍申請期限內，至線上宿舍申請系統填選【申請】或【放棄】選項之作業，若未於期限內完成線上宿舍申請填選作業，學校將不另行安排宿舍床位。 ※凡線上宿舍申請系統填選【放棄】者，學校將逕行取消宿舍相關費用；若放棄床位申請者，已完成宿舍相關繳費，請務必於開學一週內至學生事務處生活輔導組辦理相關退費作業。
		新生 (研究所) 研究所新生如有宿舍住宿需求，需於學校註冊須知內宿舍申請期限內，至線上宿舍申請系統進行床位申請登記作業，其宿舍床位將由電腦抽籤，並於床位公告結果日開放系統提供查詢。 凡宿舍床位申請成功者，學校將於學灣銀行學雜費入口網新增宿舍相關費用 宿舍相關費用新增方式情況如下： 一. 如已於宿舍床位公告結果之際(前)完成註冊繳費，宿舍相關費用將分製為獨立繳費單。 二. 如未於宿舍床位公告結果之際(前)完成註冊繳費，宿舍相關費用將合併學雜費共同製單。
		舊生 (學士班、研究所) 新學年度之宿舍床位申請作業時程為當學年度之第二學期（預計三、四月）辦理，其申請方式一律採線上宿舍申請系統操作（除特殊狀況採專案申請方式辦理），如有宿舍住宿需求者務必留意相關公告，了解申請期程（申請期限、保證金繳納時間、候補作業等），以及配合注意事項（系統操作、部分莊別設為寒、暑宿莊別等）。 凡宿舍申請成功者（同寢每一位學生，非僅宿舍申請代表者），務必於公告期限內繳交保證金，如未於期限內繳交保證金者，將視同棄權。 ※為珍惜且妥善運用學校床位資源，凡繳交保證金者，期間辦理棄權或退宿作業，依據「國立東華大學學生宿舍住宿保證金實施細則」第七條辦理，保證金將沒入不予退還，另住宿期間所使用之相關電費將另行計算與收費。

宿舍各階段保證金費用金額

階段	費用	說明
暑假	依學校公告金額為主	暑假申請--皆預計於第二學期5月進行，申請登記完成後，本組於截止日後，將進行宿舍床位抽籤作業，並另於公告日開放系統，供學生自行查詢是否有成功申請床位與房號。有申請成功者，皆須公告內之繳費期限完成住宿費(該筆費用含住宿費+保證金+網路使用費)繳納，為宿舍床位申請成功。
寒假	依學校公告金額為主	寒假申請--皆預計於第一學期12月進行，申請登記完成後，本組於截止日後，將進行宿舍床位抽籤作業，並另於公告日開放系統，供學生自行查詢是否有成功申請床位與房號。有申請成功者，皆須公告內之繳費期限完成住宿費(該筆費用含住宿費+保證金+網路使用費)繳納，為宿舍床位申請成功。

學年度(第一學期與第二學期)保證金

項目	說明	備註
保證金沒入	<ol style="list-style-type: none">一. 宿舍申請階段完成保證金繳納後，符合新學年度之住宿資格，期間尚未住宿並辦理宿舍床位棄權者二. 未完成學年度之住宿（直至第二學期期末閉宿），學期間辦理宿舍棄權或退宿者	依據「國立東華大學學生宿舍住宿保證金實施細則」
保證金差額補繳與退費作業	<p>凡符合完整學年度之住宿者，保證金將運用於學期間相關費用之計算（含電費、檢查扣罰金額、公物毀損賠償、行李識別貼等），如經計算後，其費用高於保證金，學校經另行製作繳費單並登載台灣銀行學雜費路入口網；如計算費用低於保證金，將辦理後續相關退費作業。</p> <p>保證金計算作業流程：</p> <ol style="list-style-type: none">一. 每月公告與通知前一個月分之電費，提供住宿生確認與複查。二. 每年九月提供學生（待同學暑宿結束返宿後至上學期住宿莊別進行複查）複查上一學年度住宿保證金計算結果。三. 複查結束後，將進行保證金差額補繳與退費作業：<ol style="list-style-type: none">1. 保證金補繳：預計於10月中下旬2. 保證金退費：預計於10月中下旬、11月之際（依照住宿莊別住宿生之退費資料完整情形進行相關退費作業） <p>※請務必隨時更新與確認【個人電子學習履歷】資訊：身分證（居留證）、本人銀行局、帳號等</p>	

保證金結算後三種情事

保證金結算

有剩餘款

(超過 5 0 元以上)

退款

補繳

(臺灣銀行學雜費入口網)

有剩餘款

(5 0 元以下(含))

不退不補

國立東華大學學生宿舍
住宿保證金實施細則



保證金剩餘款【退款】作業流程示意圖

符合保證金結算，並於結算完成後【有剩餘款】之同學



當學年度

- 完整住宿至第二學期末閉宿者

新學年度第一學期

9月中

- 進行上學年度住宿保證金複查作業（電費 + 扣罰），並於扣抵保證金後剩餘款超過50元以上

新學年度第一學期

9月 - 10月

- 生活輔導組進行符合退款之學生，於學生學籍履歷系統所填寫個人帳戶（郵局、銀行）資料正確性、與境外生ARC。

新學年度第一學期

10月中下旬至11月

- 協請臺灣銀行進行退款與匯款等作業

保證金扣抵後不足額需【補繳】作業流程示意圖

符合保證金結算，並於結算完成後不足額需【補繳】之同學

當學年度

- 完整住宿至第二學期末閉宿者

新學年度第一學期

9月中

- 進行上學年度住宿保證金複查作業（電費 + 扣罰）

新學年度第一學期

9月 - 10月

- 生活輔導組進行保證金不足額（電費 + 扣罰）之補繳費繳費單製單作業。

新學年度第一學期

10月中下旬至12月中

- 需補繳費之同學接獲通知後，請至臺灣銀行學雜費入口網進行差額補繳，避免影響後續住宿與申請權益。

保證金扣抵後不足額需【不退不補】作業流程示意圖

符合保證金結算，並於結算完成後不足額需【不退不補】之同學

當學年度

- 完整住宿至第二學期末閉宿者

新學年度第一學期

9月中

- 進行上學年度住宿保證金複查作業（電費 + 扣罰），並於扣抵保證金後剩餘款不超過 50 元(含)



- 依據國立東華大學學生宿舍住宿保證金實施細則第六條辦理

臺灣銀行學雜費入口網



<https://school.bot.com.tw/newTwbank/StudentLogin.aspx>

退款常見問題

身分別	常見問題	如何解決
本國生與境外生	<ol style="list-style-type: none">1. 郵局(或銀行)帳戶資料非學生本人2. 郵局(或銀行)帳戶帳號有誤3. 銀行名稱或銀行分行有誤4. 無填寫郵局(或銀行)帳戶資料	出現前述之同學，可自行至學生學籍履歷系統 https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx 進行資料修正。 補充說明：中華郵政（簡稱郵局）該帳戶須提供 1 4 碼，為局號 + 帳號
境外生	非本國生學生於學籍履歷系統提供非正確ARC	攜帶自身居留證前往行政大樓教務處註冊組(四樓)，進行臨櫃變更申請作業。



EXPLANATION OF STUDENT DORMITORY ACCOMMODATION DEPOSIT

英文版



DORMITORY DEPOSIT FEES AT EACH STAGE

Stage	Fee	Explanation
Academic Year (First Semester, Second Semester)	2,000 TWD	<p>Freshman (Undergraduate)</p> <p>Freshmen in the first year of the Bachelor's program are guaranteed accommodation in the university dormitories. Therefore, the registration fee includes accommodation-related expenses (including lodging fees, deposits, and dormitory internet usage fees). Regardless of whether there is a need for dormitory accommodation, it is mandatory to access the online dormitory application system within the stipulated dormitory application period mentioned in the university registration guidelines, and select either the 'Apply' or 'Waive' option. Failure to complete this online dormitory application within the specified period will result in the university not assigning a dormitory bed.</p> <p>※ For those who select 【Waive】 in the online dormitory application system, the university will directly cancel the dormitory-related fees. If an applicant gives up the dormitory bed after completing the relevant dormitory payments, it is imperative to visit the Student Affairs Office's Living Guidance Division within one week after the start of classes to process the necessary refund procedures.</p>
		<p>Freshman (Graduate)</p> <p>New graduate students who require dormitory accommodation must, within the stipulated dormitory application period outlined in the university registration guidelines, access the online dormitory application system to register for a dormitory bed. The allocation of dormitory beds will be determined by a computerized lottery system, and the results will be announced on the designated date for bed assignments, allowing applicants to check their status through the system.</p> <p>Upon successful allocation of a dormitory bed, the university will add dormitory-related fees through the Bank of Taiwan Tuition and Fees Payment System. The method of adding dormitory-related fees is as follows:</p> <ol style="list-style-type: none"> 1. If registration and payment for the dormitory-related fees are completed before the announcement of the dormitory bed assignment results, the dormitory fees will be billed separately as an independent payment order. 2. If registration and payment for the dormitory-related fees are not completed before the announcement of the dormitory bed assignment results, the dormitory fees will be combined with the general tuition fees in a single payment order.

DORMITORY DEPOSIT FEES AT EACH STAGE

Stage	Fee	Explanation
Academic Year (First Semester, Second Semester)	2,000 TWD	<p>Upperclassman (Graduate, Undergraduate)</p> <p>The application schedule for dormitory bed assignments for the upcoming academic year's second semester (expected in March or April of the academic year) will be conducted through the online dormitory application system. All applicants (except under special circumstances requiring a different application process) must apply using this system. Those who require dormitory accommodation must pay close attention to relevant announcements detailing the application period (application deadlines, deposit payment deadlines, waiting list procedures, etc.). Additionally, they should familiarize themselves with operational instructions for the system and take note of specific dormitory types designated for winter or summer stays.</p> <p>Every successful dormitory applicant (each student sharing the room, not just the representative applicant) must submit the deposit within the specified period mentioned in the announcement. Failure to submit the deposit within the stipulated timeframe will be considered as forfeiting the dormitory placement.</p> <p>※ In order to value and effectively utilize the university's dormitory resources, should a student who has submitted the deposit opt to forfeit or terminate their stay during the period, according to Article 7 of the 'Implementation Regulations of NDHU Dormitory Accommodation Deposit,' the deposit will be confiscated and not refunded. Additionally, the electricity charges incurred during the period of stay will be separately calculated and billed.</p>

DORMITORY DEPOSIT FEES AT EACH STAGE

Stage	Fee	Explanation
Summer Vacation	According to the amount specified in the school's announcement.	<p>Summer vacation applications—anticipated to occur in May of the second semester. Upon completing the registration, our department will conduct a lottery for dormitory beds after the deadline. The system will be made accessible for students to check if they have been successfully assigned a bed and room number.</p> <p>Successful applicants must adhere to the payment deadline stated in the announcement to complete the payment for accommodation fees (including lodging, deposit, and internet usage fees) to confirm their successful dormitory bed application.</p>
Winter Vacation	According to the amount specified in the school's announcement.	<p>Winter vacation applications—expected to take place in December of the first semester. Once the registration is completed, our department will conduct a lottery for dormitory beds after the deadline. The system will be accessible for students to check if they have been successfully assigned a bed and room number upon announcement.</p> <p>Successful applicants must adhere to the payment deadline stated in the announcement to complete the payment for accommodation fees (including lodging, deposit, and internet usage fees) to confirm their successful dormitory bed application.</p>

ACADEMIC YEAR (FIRST SEMESTER AND SECOND SEMESTER) DEPOSIT

Stage	Explanation	Remarks
Deposit Forfeited	<ol style="list-style-type: none"> 1. After completing the dormitory application stage and the payment of the deposit, those who qualify for accommodation in the new academic year but choose not to reside in the dormitory and abandon their allocated bed. 2. Those who do not complete their residency for the academic year (until the dormitories close at the end of the second semester) and choose to forfeit or terminate their dormitory residency during the semester. 	According to the 'Implementation Regulations of NDHU Dormitory Accommodation Deposit.'
Procedure for Supplemental Deposit Payment and Refund of Deposit Difference	<p>For those who complete a full academic year of residency, the deposit will be used to calculate related expenses during the semester (including electricity charges, inspection fines, damages to public property, luggage identification stickers, etc.). If the calculated expenses exceed the deposit, the university will generate additional payment orders through the Bank of Taiwan Tuition and Fees Payment System. If the calculated expenses are lower than the deposit, subsequent refund procedures will be carried out. Procedure for deposit calculation: 1. Announcement and notification of electricity charges for the previous month will be provided for dormitory residents to confirm and review. 2. In September, a review will be conducted for students (after the end of summer accommodation and return to dormitories until the beginning of the next semester) to recheck the calculation of the dormitory deposit for the previous academic year. 3. After the review, supplemental deposit payments and refunds will be processed as follows: - Supplemental deposit payment: Expected in mid to late October. - Deposit refund: Expected in mid to late October or November (depending on the completeness of refund information for residents in each dormitory, from the previous academic year).</p> <p>※ Please ensure to regularly update and verify the information in your 【e-Portfolio】: ARC number, personal bank details, account number, etc.</p>	

THREE THINGS AFTER DEPOSIT SETTLEMENT

Deposit settlement

Excess funds
(excess 50 dollars)

Refund

Supplemental Payment
(Bank of Taiwan Tuition and
Fees Payment System)

Excess funds
(under 50 dollars)
No refund, No capture

Implementation
Regulations of NDHU
Dormitory
Accommodation Deposit



DIAGRAM OF DEPOSIT EXCESS **【REFUND】** PROCESS

Students with **【Surplus Funds】** after deposit settlements



Current academic year

- Residents who complete their stay until the end of the second semester when the dormitories close.

The first semester of the new academic year
Mid-September

- Conducting a review of the dormitory accommodation deposit for the previous academic year (electricity charges + fines) and if there remains an excess amount after deducting the deposit, exceeding 50 dollars

The first semester of the new academic year
September - October

- The Student Living Services Division will verify student's personal account information(bank, post office) and the ARC details for international students in the e-Portfolio system for those who are eligible for refund.

The first semester of the new academic year
Mid-to-late-October to November

- Coordinate with Bank of Taiwan for refund and remittance procedures

FLOWCHART FOR **【SUPPLEMENTAL PAYMENT】** PROCEDURE OF INSUFFICIENCY AFTER DEPOSIT DEDUCTING

Students eligible for deposit settlement, yet requiring **【supplemental payment】** due to insufficient funds after settlement.



Current academic year

- Residents who complete their stay until the end of the second semester when the dormitories close

The first semester of the new academic year
Mid-September

- Conducting a review of the dormitory accommodation deposit for the previous academic year (electricity charges + fines)

The first semester of the new academic year
September - October

- The Student Living Services Division processes the creation of payment orders for the insufficient dormitory deposit (electricity charges + fines)

The first semester of the new academic year
Mid-to-late-October to mid-December

- Upon receiving the notification for required supplemental payment, please proceed to the Bank of Taiwan Tuition and Fees Payment System to make the necessary payment for the shortfall. This will prevent any impact on subsequent accommodation and application rights.

FLOWCHART OF THE PROCEDURE OF **【NO REFUND, NO SUPPLEMENT】** FOR INSUFFICIENT DEPOSIT AFTER DEDUCTION

Student eligible for deposit settlement, yet requiring no refund and supplemental payment due to an insufficient amount after settlement

Current academic year

- Residents who complete their stay until the end of the second semester when the dormitory close

The first semester of the new academic year
Mid-S

- Conducting a review of the dormitory accommodation deposit for the previous academic year



- According to Article 6 of the NDHU Student Dormitory Accommodation Deposit Implementation Regulations

BANK OF TAIWAN TUITION AND FEES PAYMENT SYSTEM PORTAL



<https://school.bot.com.tw/newTwbank/StudentLogin.aspx>

COMMON QUESTIONS ABOUT REFUNDS

Identity	Common Questions	How To Resolve
Domestic Students and International Students	<ol style="list-style-type: none"> 1. Account information not belonging to the student 2. Incorrect account number at the post office (or bank) 3. Incorrect bank name or branch 4. Failure to provide post office (or bank) account details 	<p>Students encountering the aforementioned issues can independently access the e-Portfolio system at https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx to rectify their information.</p> <p>Additional Note: For Chunghwa Post (referred to as the post office), the account number must be 14 digits, comprising the branch code + account number.</p>
International Students	Non-domestic students providing incorrect ARC in the e-Portfolio system	Please bring your residence permit to the Registration Division at the Administration Building (4th floor) to apply for on-site changes.