

NDHU Guidelines Governing Student Dorm Applications and Refunds

Revised and approved at the 2nd meeting of the Student Affairs Committee, 2nd semester of the 110 academic year,
March 31, 2022

- Article 1 In view of the limited available dorm housing, applications shall be limited to one academic year except approved priority applicants or special cases
- Article 2 Priority in the allocation of dorm space shall be given to students who meet one of the following criteria (priority applicants should submit applications within the prescribed time limit):
1. Disability card (certificate) holders or students who have been identified as mentally or physically disabled by relevant units since these students have limited mobility or require special care due to other physiological factors
 2. Students from mid- or low-income families (holders of certificates issued by Departments of Social Welfare or Township Offices)
 3. New students and students going to sophomore year
 4. Foreign students who are eligible for housing for the current semester.
 5. Foreign students with master degree
 6. Other special events through project applicant.
- The International Affairs Office is requested to provide the number of foreign students who fall into the categories of Paragraph 4 and Paragraph 5 above by the end of February each year.
- Article 3 Except for the aforementioned priority applicants, dorm space shall be allocated in accordance with relevant regulations. Where dorm space is insufficient priority shall be given to female students over male students, regular students over working students.
- Article 4 Dorm application shall be submitted within the prescribed time limit. Validity of applications shall be subject to approval. Where students fail to submit applications within the prescribed time limit, they may lose their eligibility or may be assigned to perform voluntary labor or deductions may be made from the dorm deposit before they are allocated dorm space. Where students continue to occupy dorm space without submitting applications in accordance with relevant regulations, they shall be considered in violation of dorm regulations and their parents/legal guardians shall be notified.
- Article 5 After new students have been allocated their dorm space, other students may apply for remaining dorm spaces based on the waiting list sequence.
- Article 6
- (a) Dorm space shall be based on available beds. Where students who are current residents or have been allocated dorm space move out of the dorm and their beds remain unoccupied (unoccupied space in multifunctional rooms or less than four occupants in undergraduate division rooms), the university may merge beds or transfer beds of original occupants in accordance with actual circumstances.
 - (b) Where students with mental or physical disabilities, limited mobility, or special needs apply for dorm space in multifunctional rooms, they may submit special applications. They may move in upon review and approval of such applications.
- Article 7
- (a) Dorm space shall only be allocated to students with an actual need. Where dorm space allocation is determined by lucky draw, students shall carefully consider their needs. Students are not advised to apply if they intend to take a leave of absence, withdraw, transfer to another school, graduate, or find another place to stay beforehand. If the applicant requests to leave the dormitory after completing the application process, the deposit will not be refunded unless it is due to an unavoidable reason.
 - (b) (b) The application of the project is required for the force majeure reasons mentioned in the previous paragraph, and the security deposit paid will be refunded only after the approval of the project.
- Article 8

- (a) Dorm space shall be allocated for the whole academic year. Dorm stays shall be extended automatically after the first semester. Where students discontinue their stay after the first semester or during the second semester, dorm withdrawal shall be subject to submission of documentary proof and approval pursuant to the regulations set forth in Article 7. All required inspection procedures shall be completed within three days (calendar days) upon submission of applications for withdrawal. (for dorm withdrawal application procedures please refer to Appendix 1). Applications that fail to meet relevant criteria shall not be processed.
- (b) Dorm residents shall submit applications for dorm space during winter/summer vacations in accordance with relevant requirements of winter/summer vacation activities within the prescribed time limit. All rooms on floors utilized as winter/summer vacation dorm space shall be vacated and cleared by dorm residents prior to the dorm closure date in the respective semester. Priority shall be given to the guarantee of dorms space for the next semester.

Article 9 Dorm applications for new students shall be sent out together with admission notices. Students who wish to live on campus should submit applications online after logging in within the prescribed time limit. Allocation results shall be announced online prior to registration. Students shall go online and log in to check.

Article 10 Students who suffer from rare diseases, communicable diseases, or mental conditions diagnosed by a physician shall not apply for dorm space.

Article 11 Dorm residents shall pay all fees in accordance with relevant regulations. (please refer to Attachment 1 Student Dorm Fee Payment and Refund Standards)

Article 12 Dorm fees and deposits shall be charged in accordance with the standards and payment schedules prescribed by the university. Where students fail to move into the dorm or complete payment of fees within two weeks after semester start they shall lose their dorm space as well as their eligibility to apply for dorm space in the future. They shall further be charged 1/3 of payable dorm fees for the semester. Where vacancies are filled or applications are submitted during the semester, students shall proceed to the Student Living Services Division of the Office of Student Affairs to fill out a dorm application form and pay the required dorm fees.

Article 13 Completion of move-in procedures shall refer to receipt of keys from the security guard (signature required), submission of a copy of the dorm fee receipt and photo, payment of the dorm deposit, and completion of the Dorm Public Property Confirmation Form and Student Dormitory Code of Conduct with attached seal and signature (other requirements shall be announced separately during registration)

Article 14 Where dorm residents fail to complete any of the procedures described in Article 13 prior to moving in, the resident shall be considered in violation of dorm regulations and shall face disciplinary action.

Article 15 Please take good care of public property during dorm stays. Except for normal wear and tear (to be stated in advance), students shall be liable for compensation for arbitrary damage or public property discarded or replaced without authorization. Utensils in public areas shall be jointly maintained. Students shall bear joint liability for abnormal damage to public property in public areas if they fail to report it.

Article 16 Deposits shall be returned without interest after dorm stays if no public property has been damaged, inventory has been taken of public property in dorm rooms, the environment has been cleaned, and keys and cards have been returned prior to departure. Where the environment has not been cleaned or public property used by residents has been damaged (including personally and jointly maintained public areas), deductions shall be made from deposits as deemed necessary. Eligibility to make applications and fill vacancies shall be delayed for the next application for dorm space. Refunds of the deposit shall be made during the semester if students apply for withdrawal during the semester or after the first semester. No applications shall be required where students stay until the end of the academic year. Deposits shall be refunded to a personal account (refunds are not possible if no account is provided) and unified records shall be created prior to November of the following year (November of the same year if students move in the following year). Where students have any objections regarding deposit refunds,

they shall raise them prior to mid-December of the year of the refund. Where this time limit is exceeded, remaining balances shall be utilized as university funds.

Article 17 Dorm residents shall not enter dorm rooms of the opposite sex or have guests stay overnight. They shall not move in, move out, or sublet dorm space without authorization. Violators shall be evicted from the dorm immediately.

Article 18 In order to meet the needs of emergency epidemic prevention measures and major disaster, the allocation of dormitory beds will depend on the actual situation and will be carried out by the operational unit through requisitioning and distributing beds.

Article 19 These guidelines and all amendments thereof shall be implemented upon ratification by the Student Affairs Committee and approval by the President.

Table 1 National Dong Hwa University Student Dorm Fee Payment and Refund Standards (Moving in/out during the semester)

Move-in/move-out time	Charged fees upon moving in	Refunded fees upon moving out
On or prior to the date of registration, in the first week of the semester	100%	100%
Over one week but less than one-third of the semester has elapsed	2/3 of the total fee	2/3 of the total fee
More than one-third but less than two-thirds of the semester has elapsed	50% of the total fee	50% of the total fee
Over two-thirds of the semester has elapsed	1/3 of the total fee	No refund

Notes:

1. Move-in/move-out times shall be calculated based on the event calendar created by the Office of Academic Affairs
2. Students who wish to apply for a full refund of dorm fees shall pay dorm fees upon receipt of the payment notice sent out prior to the registration date (this shall not apply to student loan applicants or students exempted from fees). They shall present the payment receipt when applying for a full refund (applications may be submitted prior to registration). Applications shall be submitted in the first week of the semester at the latest to be eligible for a full refund. Where this time limit is exceeded, fees are refunded based on the aforementioned standards and application times.
3. Deposits of students who move in/out during the semester shall be paid/refunded together with dorm fees (form fee payment/refund standards are specified above). In case of outstanding dorm fees/electricity charges, remaining balances shall be refunded upon deduction of outstanding fees.
4. Make-up payments or refunds of NT\$ 50 or less shall not be processed.
5. Refunds shall not be granted if students are expelled or move in/out without permission
6. This table shall not apply to student dorm deposits (deposits shall be charged in full)

NDHU Student Dorm Withdrawal Application Procedures Graph

Check-in
 Proceed with the check-in process according to the standard procedures for check-in

Students who violate the dormitory management rules and are decided to be evicted:
 For students who violate the regulations, the Student Affairs Office may depend on the severity of the circumstances to deduct the accommodation deposit, revoke their accommodation eligibility, and issuing disciplinary actions (such as labor services, admonitions, etc), along with immediate eviction and notify their parents.

Moving out due to personal reason

Those who suspend (withdraw), transfer, graduate, or leave the accommodation due to force majeure reasons:
 Must provide relevant supporting documents to the Student Affairs Office for processing.

leave the accommodation due to the expiration of the accommodation period

Check-out application:
 download the check-out application form from the Student Affairs Office website.

Check-out and moving out:
 Please complete the check-out procedures and leave the dorm within 3 days(calendar day) starting from the check-out application date. Failure to do so will result in the disposal of items left in the room as abandoned belongings. Accommodation fees and deposit will not be refunded and will be converted into cleaning fees.

Check-out inspection:

- 1.Ensure that all clothing, bedding, and garbage are completely cleared from the room, and the wardrobe shall not be locked.
- 2.Return the keys to the dorm manager.
- 3.Remove access control data.
- 4.Failure to comply with the above requirements will result in the non-refundable conversion of accommodation fees and deposit into cleaning fees.

Processing refunds:

- 1.Students who are expelled, voluntarily leave, or fail to leave the dormitory within the specified period and violate the dormitory management regulations are not eligible for a refund of accommodation fees (including deposit). No objections may be raised regarding the decision.
- 2.Students who are applying for a refund should attach a copy of the payment receipt. The Student Affairs Office will compile the refund requests monthly and submit them to the Treasury Department for processing, with the approval of the parties involved.

Check-out completed

Vacant bed spaces open for filling

