

110 學年度第 1 學期學生宿舍床位調整辦法

Regulations of Change of Dorm Room (the First semester of 2021)

壹、申請時間與地點 (when and where to apply)：

期間：10 / 04 (一)至 10 / 07 (四)；

10 / 13 (三)至 10 / 15 (五)止。

時段：平日 09：00 至 17：00 (中午 12:00-13:30 除外)

地點：學務處 6 號櫃台(一舍)、11 號櫃台(二、三舍)

When: 9 a.m. to noon; 1:30 p.m. to 5 p.m. (from Oct. 4 to 7 ; Oct. 13 to 15, 2021).

Where: Counter 6 (Dorm 1) or 11 (Dorm 2, 3) at the Office of Student Affairs.

貳、作業流程 (how to apply)：

一、申請流程：請於申請時間內持學生證與申請單至學務處辦理；委託他人辦理者，除申請表及申請人學生證外，另需檢附受委託人學生證。Within the application period, please go to the Office of Student Affairs **with your student ID card and the filled-out application form**. Those who apply for others need to have the application form, the applicant's student ID card, and your student ID card.

二、**【換至空床】**：床位調整至現有空床位(僅限同舍別)。

Change your bed to an available vacant bed (**ONLY** in the same dormitory).

請先至學務處查詢空床位。Check the available vacant bed with OSA first.

※ 先登記先換 First-come, first-served !

請填寫**【宿舍床位調整申請單】**(可至學務處網頁公告下載或臨櫃索取)

Fill out the “**NTUST Application Form For Change Of Dorm Room**” (You can download it on the website or go to the OSA to get one.)

三、**【床位互換】**：住宿生雙方互相交換床位(僅限同舍別)。

Two students exchange their beds (**ONLY** in the same dormitory).

請填寫**【宿舍床位調整申請單】**(可至學務處網頁公告下載或臨櫃索取)

Fill out the “**NTUST Application Form For Change Of Dorm Room**” (You can download it on the website or go to the OSA to get one.)

參、 注意事項 (what to pay attention to) :

一、 申請調整床位前 (you should know before apply) :

1. 限制：為方便住宿區域管理，兩階段床位調整皆限制【相同住宿區，包含：宿舍(第一、二、三舍)、性別、學制(春、秋季班)及國籍(本地、境外)】之學生，條件相同者才可調整。
Restrictions: To facilitate the management of the accommodation area, all the bed adjustments are restricted by the same accommodation area, including: **Dormitory, Gender, Class** (spring or autumn class) and **Nationality** (local or overseas). Only those with the same conditions students could apply for the bed adjustment.
2. 四人房床位將於每年 9 月(新學年)重新分配。The 4-person room beds will be reallocated every September (new school year).
3. 房型價差：如調整後床位之住宿費高於原床位，則需先完成差額補繳；低於原床位，不退差額 (依據學生宿舍管理辦法第 26 條)。註：差額係以每學期應繳住宿費用金額之差額。
If your new bed charges higher than your original one, please refund the difference*. If lower, the difference will NOT be returned (as regulated by Art. 26 of the Student Dormitory Management Regulation). * Note: The “difference” refers to the dormitory cost you should pay every semester.
4. 每學期每人限申請調整一次；如欲取消調整，請於搬遷截止時間前(即 2 日內)至學生事務處 6 或 11 號櫃台辦理，以確保個人權益。Each student can only apply for adjustment once per semester. If you want to cancel the application, please go to counter 6 & 11 at the OSA to protect your right and interests within 2 days.

二、 申請調整床位後 (you should know after apply) :

1. 申請核准後，最遲須於申請調整之2 日內完成搬遷。Once your application is given the green light, your original bed will be available for others. Please move in two days after your application.
2. 搬遷完成後請會同宿舍管理員完成寢室清潔與設備檢查(雙人互換床位不用檢查寢室)。After you move into your new room, please ask the dorm management staff to examine the cleaning of and equipment in the room. (Except for exchange of bed: Two students living in the dorm exchange their beds.)

國立臺灣科技大學學生宿舍床位調整申請單
NTUST APPLICATION FORM FOR CHANGE OF DORM ROOM

調整方式	☐ 換至空床 Change to Vacant Bed	☐ 互換床位 Beds Exchange
姓名 Name		
學號 Student ID Number		
手機 Cellphone Number		
原房號 - 床號 Original Dorm Room NO. - Bed NO.		
新房號 - 床號 New Dorm Room NO. - Bed NO.		

注意事項 (ATTENTION)

1. 請於申請時間內持**學生證與申請單**至學務處 6 或 11 號櫃台辦理；蓋章並完成換床後請將本申請單繳交至宿舍 1F 管理中心。Within the application period, please go to counter 6 & 11 at the OSA with your student ID card and this filled-out application form. Then after you finish bed changing, please hand in the application form to the Dorm Management Center (1F).
2. 請於_____年_____月_____日_____時前（最晚兩天內）辦理入住新寢室，將原寢室床位、衣櫃及書桌抽屜清潔乾淨後，請宿舍管理中心人員至原寢室床位檢查，檢查不合格或未依規定檢查將扣住宿保證金。Please move to your new dorm room within two days (deadline as above). After cleaning up your original dorm bed, wardrobe, desk, and drawers, please ask the dorm staff to examine what you have cleaned. Those who fail the examination or don't apply for examination CANNOT have their dorm deposit back.

☐ 換至空床，請宿管人員檢查原床位。

☐ 互換床位，雙人互換請同學自行檢查，宿管人員不須檢查寢室。

學務處承辦人：_____.

(Case Officer at the Office of Student Affairs)