

# Directions on Application for accommodation during Winter and Summer Vacation in Tunghai University Dormitory

Amended and adopted by office affairs meeting of the Office of Student Affairs on March 13, 2015

Amended by office affairs meeting of the Office of Student Affairs on April 16, 2015

Approved for reference by petition No. 1042300221 on May 25, 2015

- I. All years of boarders having one of the following circumstances may apply for accommodation in winter and summer vacation:
  - (I) Financial aid labor service students and common grant students approved by the Office of Student Labor to stay in the school for work-study.
  - (II) Disadvantaged students are asked to hold the relevant documents to apply.
  - (III) Foreign students or exchange students of Office of International Education and Programs.
  - (IV) Graduate students or summer school students.
  - (V) There are special reasons, which are reviewed and approved.
- II. The application period: from Monday until Thursday 12:00 pm in the 15th week per semester.
- III. Accommodation period: from the afternoon of the final acceptance deadline of each semester until school opening. Regarding exact period, notice from Student Housing Service Division shall prevail.
- IV. The application site: Student Housing Service Division boy student and girl student dormitories and the second teaching area dormitory office.
- V. Accommodation of boarders in winter and summer vacation shall be focused on specified dormitory:
  - (I) Boy students focus on male dormitory.
  - (II) Girl students focus on the 30th building of female dormitory.
- VI. The cost: they will be charged according to lodging buildings and accommodation weeks (accommodation fee ÷ 18 weeks). Less than 1 week shall be calculated as one week.
- VII. This school's financial aid labor service students in winter and summer vacation are tackled according to regulations for Tunghai University student dormitory accommodation preferential grant in winter and summer vacation.
- VIII. According to the third point, the second article of "the execution directions for Tunghai University common financial aid measures implementing program", disadvantaged students handle reduction and exemption for accommodation. Students are asked to produce relevant documents of low-income families approved by the district office of townships, town or city to apply, the relevant documents returned after inspection. They have to participate in dormitory service learning one hour per week.

IX. When in winter and summer vacation they lodge bedroom, former boarders' articles are governed by the provisions of depositing articles from Student Housing Service Division.

X. Accommodation notes:

(I) Boarders should comply with the work and rest schedule, joint pledge and related accommodation rules, turning off big lights at 0:00 at night.

(II) Boarders should not use illegal electrical appliances or accommodate guests in the dormitory for any reason.

(III) After the allocation of student dormitory, unless approved, boarders should not change bedrooms at their own discretion.

(IV) Upon completion of boarding procedures and assignment of quarters, if boarders withdraw halfway, they will not be refunded.

(V) Upon expiry of accommodation, boarders shall reach Student Housing Service Division to complete acceptance procedures before they leave dormitory.

XI. This direction comes into force after adopted by the office affairs meeting of the Office of Student Affairs, submitted to and approved by president.