

遲歸申請書(Application form for late return)

提早開門申請書(Application form for early opening)

代表申請同學(The applying representative students) : _____

申請日期(Application date) : _____年(Year)_____月(Month)_____日(Day)

寢室(Bedroom) : _____ 手機(Mobile) : _____

學生(Students) _____等_____人(et al),茲因(Whereas) : _____

不克於女舍關門時間內返舍(Unable to return to the female dormitory prior to close time.)

須於女舍開門時間前離舍(Need to leave the female dormitory prior to opening hours.)

申請於_____年_____月_____日(星期_____)

_____時返舍
_____時離舍

Apply to return to dormitory/ leave dormitory at _____ o'clock on _____ year _____ month _____ day

並列學生名單如下(And enumerate the list of students as follows) :

學號(Student ID)	系級(Department and Level)	姓名(Name)	寢室號碼(Room Number)

※指導老師簽名(Signature of advisor) :

※注意事項(Caution)

1. 限住宿女同學始得申請，並請於申請日前 24 小時 (不含例假日) 內完成申請手續，事後不予受理。(It is limited only to female accommodation students to apply for, and please complete the application formalities within 24 hours before application date (excluding holidays). Afterwards it is inadmissible.)
2. 請指導老師協助負責申請學生返舍 (離舍) 之安全。(Ask the advisor to assist in taking responsibility of safety of applying students to return to dormitory (leave dormitory).)
3. 申請同學請於同一時間返舍 (離舍)。(Ask the applying students to return to dormitory (leave dormitory) at the same time.)
4. 表列申請同學須如時返舍 (離舍)，若未按申請時間返舍 (離舍) 即以遲歸 (離舍者則不為提早開門) 處理。Tabulated applying students shall return to dormitory (leave dormitory) punctually. If they fail to return to dormitory (leave dormitory) in accord with application time, that is processed as late return (For those who leave dormitory, gate shall not be opened earlier.)
5. 此份證明單需經本組核可後始得生效。(This certificate is subject to approval by this Division before it may take effect.)

核示 (Authorization)	住宿輔導組組長(Director of Student Housing Service Division)	擬辦 (Proposition)	
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