**Southern Taiwan University of Technology and Science Student Dorm Application Confirmation Form**

**STUST Student Dorm Policy**

Article 1. All resident students must comply with the following rules and regulations.

Article 2. The dorm staying period you apply will be Fall(Spring) semester to Spring(Fall) semester(One complete academic year, exclude summer and winter vacation).If you have an internship off campus during your staying period, you must apply in advance. Those who hand in this form or pay the dormitory fee may be considered to stay in the dorm for one academic year. If you apply for checking out from the dorm during the stay, the administration fee will be charged.

Article 3. The rented properties are: a dorm room, desk, bed, dresser drawers, bookshelf and other public amenities. You should return the properties and take the responsibility of cleaning the environment at the end of your residency. If you don’t clean the environment, your application for the dorm will be canceled in the future.

Article 4. Each resident is accountable for maintaining the dorm room and other rented facilities well. Normal wear and tear is acceptable; however, damaging or destroying items whether purposefully or not, will result in damage charges which will be assessed by the administration.

Article 5. Residents are not allowed to transfer their room to another person for any reason. Violation of this regulation will result in a residence contract termination and eviction within 15 days without refund.

Article 6. At the end of your residency, any items left behind or forgotten are not the responsibility of the administration. Any personal property left behind may be discarded. If you’ve applied for next semester staying, the items or luggage you put in the dorm should be put according to the dorm policy. If not, the items may be discarded.

Article 7. For residents who wish to cancel the residential contract before the semester starts, refunds will be processed according to the dormitory fee and refund policy. Please inquire before you make your decision.

Article 8. The right to residency and contract will be immediately terminated in the event of a student’s suspension or expulsion. Refunds will follow the Student Accommodation Policy, Article 6.

Article 9. Cancellation prior to the contract binding date resulting from violation or unauthorized leaving cannot be refunded.

Article 10. Residence students should be willing to familiarize themselves and comply with the above regulations and other relevant laws. Violations of these rules are handled through the disciplinary procedure of Housing Administration according to the rules and regulations.

Article 11. Residence students who violate the following regulations, according to the seriousness of the violation, will be subject to disciplinary action based on the Rules and Regulations of the Dormitory up to and including contract cancellation.

(1)Gamble, theft, and overnight accommodation of someone of the opposite gender will be subject to disciplinary action based on Rewards and punishments of Dorm Student Behavior.

(2)Smoking, gambling, and drinking alcoholic beverages is not permitted anywhere in the dorm. Rooms should keep neat and tidy. Raising pets (dog, cat, fish, lizard, plant, tortoise or any species which is so-called as pets) is prohibited.

(3)It is strictly forbidden to possess or use any kind of dangerous device or electric cooking appliance. (i.e. explosives, gas, electric hotpots, electric grills, alcohol, gasoline and any other item that would threaten the safety of public.)

(4)Hosting or visiting someone of the opposite gender is prohibited in the dorm rooms. If your parents need to enter the dorm room, please apply before 3 days and deposit his/her ID at the reception, wearing the dorm vest and accompany be student dormitory committee members.

(5)Hallways and stairways should be kept clear of any debris or personal items. Personal trash should not be thrown away in public areas (hallways, stairways, bathrooms, sink, water cooler, recycling bin, etc.).

(6)Please keep quiet in your room or public area. As courtesy to other residents, every day after 10 PM, please ensure your music is turned down and refrain from making loud noises.

(7)Turn off the room light when you leave. Please cherish public property. Do not remove newspapers and magazines from the common room.

(8)If you find mechanical problems or broken matters please report them to the online repair system: http://portal.stust.edu.tw/dorm\_fix/Login.aspx

(9)Residents should not change the furnishings of the room. Before you move out from the dorm, the room must be checked out by student dormitory committee members and, if necessary, damage and lost charges will be assessed to cover the cost, according to the gravity of the damages, further you may be subject to disciplinary action by the University.

(10)Please keep your personal belongings to yourself. Theft will be handled with disciplinary action by the University, moreover if found guilty, you will be evicted immediately without refund.

(11)From Monday to Thursday, all students should return to the dorm before 12 midnight. During the Semester, returning late will result in your parents being notified and you will be subject to disciplinary action based on Rewards and punishments of Dorm Student Behavior

(12)Residents are not allowed to transfer, sublet, or change their room or bed to another person. Violation of this regulation will result in a residence contract termination. If residents need to adjust their room or bed, they should apply in advance and adjust it after getting approval from the Dorm Office.

(13)Residents should attend resident symposium and fire drill every semester. Absence from these activities will result in disciplinary action by the University.

(14)Respect the Dorm Association members’ advice and service. The Central Control Room and the Duty Room may not be entered without authorized access.

(15)Accumulating disciplinary demerits may result in eviction. (See Add/Deduct Point Policy)

(16)Residence students should pass the facility check out at the end of term. If residents leave without properly checking out, they will receive punishment by school policy.

(17)Use of the laundry room (spin dryer, washing machine, dryer)  from 12 midnight to 6 AM is prohibited.

(18)After using the common room, residents should clean the personal garbage. If someone is found the garbage left, students will be subject to disciplinary action based on the Rules and Regulations of the Dormitory.

(19)Every dorm residents has the responsibility to maintain the good quality of the living environment. Once you find someone break the dorm rule (such as smoking, talking in loud voice…), please stop him/her or inform the student dorm committee.

Article 12. Each semester, each dorm room has an AC card good for 1500-kilowatt hours (4500 points), when this has been used up, students can purchase more points from the STUST bookstore.

Article 13. The above regulations are subject to alteration or supplementation at any time. Living Supervision Division has the right to terminate residency contracts and/or refuse residency applications due to failure to comply with above regulations. More serious violation will be subject to disciplinary action by the University.

Article 14. This policy has proposed by the Student Dorm Committee to the Council of Student Affairs and approved by the Principle. Any modification of the rules shall be carried out according to such procedures.

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| Student Name |  | Student ID No. |  | Gender |  |
| Department |  | Phone No. |  |
| Dorm Room No. |  |

I have read and understood the above rules and regulations. I am willing to comply with them. If I violate them, I will accept the disciplinary action according to the rules and regulations.

Applicant: Date:

STUST Office of Student Affairs FM-SAA-06-02-10

南臺科技大學 學年度第 學期學生宿舍住宿申請確認表

 南臺科技大學學生宿舍住宿公約

一、南臺科技大學（以下簡稱本校）為有效落實管理學生宿舍，確保學生住宿品質，於學生申請住宿時，同意恪遵相關法規之規定，訂定本保證書（以下簡稱本保證書）為確定住宿及明瞭住宿規定之依據。

二、本次住宿時間為本學年第一學期開始至第二學期結束（一整學年、不含寒暑假期間），期滿遷出。住宿期間實施校外實習者，須事先提出申請述明。凡繳納本保證書或住宿費者視為確認住宿，住宿期間欲辦理退宿者，將酌收手續費。

三、宿舍財產內容 :分配之寢室、書桌、床鋪、衣櫃、書架等及該宿舍其他共同使用之設備。住宿期滿應交還宿舍財產及負責環境清理，經清點財產數量及環境清潔無誤，則准予撤宿。如未盡清潔事宜，取消爾後申請住宿資格。

四、住宿期間學生應善盡保管之義務並愛惜使用宿舍財產，其因故或過失致物品毀損或減少價值者，應負賠償責任，但正常耗損及折舊不在此限。

五、學生不得以任何理由將租用寢室轉借予第三人，違反本約定者，經查獲將終止其住宿權益並應於15日內搬離宿舍，且不辦理退費。

六、學生於住宿屆滿，不論學期住宿或寒、暑假住宿，於撤宿日滯留於宿舍內之物品未經報備，宿舍不負保管之責，並視為廢棄物必要時得逕行清理處分，不得異議。續住或已取得住宿資格者，置放宿舍物品，未依規定擺放佔用空間，如上述做法處置。

七、繳交住宿費後至開學日止，期間欲辦理退宿者，依據本校學生宿舍費收費及退費規定辦理，請同學謹慎決定。

八、住宿有效期間，喪失學生身份者（休、退學者），其住宿權益當然喪失，依學生宿舍管理實施要點第六點辦理退費作業。

九、期約未滿因違犯住宿規定遭退宿處分者或擅自退宿者不予退費。

十、住宿學生應恪遵本保證書各項規定，並熟悉瞭解學生宿舍管理實施要點與其他有關法令之規定，如有違背事實，則依相關規定處理。

十一、住宿期間若違反住宿生活公約下列各款行為者，視情節輕重取消其住宿權利或依宿舍違規處分標準辦理懲處：

（一）賭博、偷竊、留宿異性，依學生宿舍行為規範獎懲要點處理。

（二）宿舍不得有吸菸、賭博、酗酒等行為；寢室內應保持簡單、清潔、整齊且禁止飼養狗、貓、魚、蜥蜴、植栽、烏龜等，俗稱寵物之物種。

（三）房間內嚴禁放置和使用影響安全的物品及煮（烤）器具等高耗電量電器。（如爆裂物、電火鍋、瓦斯爐、電磁爐、酒精、汽油…等其他足以危害公共安全物品）

（四）禁止帶異性朋友或同學進入寢室亦不得自行前往異性寢室，如父母有需要進入房間，需事先於三日前提出申請，當日至服務台寄押身分證件，穿著宿舍背心，並由宿舍幹部陪始可進入。

（五）走廊、樓梯間請保持暢通，不可堆積物品；個人垃圾應自行處理，不得丟棄於公共區域。（如走廊、樓梯、浴室、洗手台、飲水機、資源回收桶…等）

（六）於公共區域及房間時請保持安靜、禁止喧嘩，夜間10點動作也請放輕，切勿製造噪音（如拖椅子、腳步聲、談笑聲…等），音樂音量也請降低，以免影響他人。

（七）離開寢室請關閉電源；公共物品請愛惜使用，交誼廳之報章雜誌不得帶離交誼廳。

（八）物品損壞請立即於宿舍網路報修系統主動報修，報修網址：http://portal.stust.edu.tw/dorm\_fix/Login.aspx

（九）房間內陳設不得隨意更動，離宿時應請宿舍幹部清查公物，有缺損除需照價賠償外，嚴重者並依校規論處。

（十）私人財產請妥善保管，凡發現竊取他人財物者，除依校規處分外，並立即搬離宿舍且不得辦理退費。

(十一)宿舍門禁為週一到週四，男女生皆為晚上十二點。學期內夜歸每累計三次即通知家長協助管束，並依學生宿舍行為規範獎懲要點處理。

(十二)住宿同學不得私自轉讓房間、調整房間及床位，違者取消其住宿權利及依照校規議處；若有需要辦理調整房間及床位，應事先提出申請，經審查核後始可調整。

(十三)每學期住宿生座談會及防火防災演練均應出席參加，未出席者須上網列印申請單繳交給樓長，無故未到者依學生宿舍行為規範獎懲要點處理。

(十四)住宿生應尊重宿舍幹部的勸導及服務；中央控制室及值勤室未經許可嚴禁進入。

(十五)每學期扣點依學生宿舍行為規範獎懲要點規定辦理，達懲處標準時通知家長、導師、輔導教官協助輔導管束。

(十六)每學期撤宿前，房間經檢查合格後始准離開，擅自離宿者，予以記過處分。

(十七)洗衣間於夜間12點至清晨6點嚴禁學生使用脫水機、洗衣機及烘乾機等器具。

(十八)使用交誼廳後應將個人垃圾攜離，一經發現同學遺留垃圾，並依學生宿舍行為規範獎懲要點處理。

(十九)為建立守望相助機制，每個房間應針對公共區域內之違規行為（吸菸、嬉戲、喧嘩…等），採輪值方式實施巡查，對違規情事應予以糾舉及規勸之義務。

十二、宿舍冷氣每個房間每學期提供不等數額之度數使用，超用度數須至本校南台書城購買點數儲值卡。

十三、依學生宿舍住宿管理要點第八條第五款之規定，宿舍自治委員會得隨時增修之。如有未能遵守上述公約者，學務處生活輔導組有權停止其繼續住宿及申請之權利，嚴重者則依校規議處。

十四、本保證書經學生事務會議通過，陳請校長核定後公布實施，修正時亦同。

本人已閱讀並明瞭前項各款，願遵守宿舍管理實施要點與其他有關法令之規定，如有違背情事均無異議接受相關規定處理。

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| --- | --- | --- | --- | --- | --- |
| 學生姓名 |  | 學號 |  | 性別 |  |
| 系別 |  | 電話 |  |
| 寢室房號 |  |

本人已閱讀且明瞭前列各項條款，願遵守宿舍管理要點與其他有關法令之規定，如有違背情事均無異議接受相關規定處理。

申請人(學生): 日期:

南臺科技大學學生事務處 FM-SAA-06-02-10