**Southern Taiwan University of Technology and Science Student Dorm Policy (Short Stay)**

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

Article 2. The rented properties are: a dorm room, desk, bed, dresser drawers, bookshelf and other public amenities.

Article 3. 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 4. 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 5. 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.

Article 6. Cancellation prior to the contract binding date resulting from violation or unauthorized leaving cannot be refunded.

Article 7. 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 8. 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 demerit(s). (See Violation Policy)

(2)Smoking, gambling, and drinking alcoholic beverages is not permitted anywhere in the dorm. Rooms should keep neat and tidy. Having 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.

(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, etc.).

(6)Please keep quiet in your room. 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 of the dorm, the room must be checked out by a Dorm Association member 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)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.

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

(13)Use of the laundry room from 12 midnight to 6 AM is prohibited.

(14)After using the kitchen, boarders should clean it before leaving.

Article 9. 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.

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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

南臺科技大學學生宿舍住宿公約(短期住宿)

1. 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。
2. 宿舍使用財產內容：配住之寢室、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，取消爾後申請及住宿資格。
3. 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。
4. 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十五日內搬離宿舍，且不辦理退費。
5. 遺留物之處分：學生於住宿屆滿後或寒暑假期間未申請住宿者而殘留於宿舍之財物，不負保管之責任，必要時並得逕行清理處分，不得異議。
6. 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。
7. 住宿學生願遵守前列條款並以閱讀及了解所定之宿舍管理要點與其他有關法令之規定，如有違背事宜依相關規定處理。
8. 住宿學生若有違犯下列各款行為者，宿委會就視情節輕重得取消其住宿之權利，或依住宿生活公約辦理懲處：

 (1)賭博、偷竊、留宿異性依扣點辦法記過處分。

 (2)宿舍不得有吸菸、賭博、酗酒等行為；寢室內應保持簡單、清潔、整齊且禁止飼養寵物。

(3)寢室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)

 (4)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。

(5)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…等)

 (6)進入寢室請保持安靜；晚上十點後禁止喧嘩，音樂音量也請降低，以免影響他人。

 (7)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。

 (8)物品損壞請在學校宿舍網路報修系統上主動報修：http://portal.stust.edu.tw/dorm\_fix/Login.aspx

 (9)寢室內陳設不得隨意更動，退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。

(10)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。

(11)住宿同學不得私自轉(頂)讓寢室、調整寢室及床位，違者取消其住宿權利並依校規議處；
若有需要辦理調整寢室及床位，應事先提出申請，經審查核可後始可調整。

(12)尊重宿舍幹部的勸導及服務；中央控制室及執勤室未經許可嚴禁進入。

(13)洗衣間晚上12點至6點禁止學生使用脫水機和洗衣機。

(14)同學使用廚房完畢，需清潔打掃乾淨，方能離開。

九、以上公約學生宿舍住宿輔導要點之規定，有隨時修訂、補充公佈的權責，未能遵守上述公約者，生輔組有權停止其繼續住宿及申請之權利，嚴重者依校規論處。

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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