

中國醫藥大學北港分部學生宿舍借住管理規則與申請表

China Medical University Beigang Campus Dormitory Temporary Stay Regulations and Application Form

中華民國 114 年 2 月 26 日北港分部行政會議通過

一、目的

Purpose

為使實習生與核准參與校內活動之學生於寒暑假借住學生宿舍有申請、退宿及繳費依據，特訂定本規則，以利宿舍空間妥善運用。

These regulations are established to ensure that interns and students approved for school activities can follow standard procedures for applying, withdrawing, and paying for dormitory accommodation during winter and summer breaks, maximizing dormitory utility.

二、住宿對象

Eligible Applicants

- (一) 本校各系所實習學生。
- (二) 本校附設北港分院實習學生。
- (三) 參與校內核准活動需住宿者。

Interns from all departments of China Medical University.

Interns at the CMU Beigang Hospital.

Students involved in school-approved activities requiring overnight stay.

三、申請程序

Application Procedure

為利行政作業，住宿申請人應於住宿前兩週與宿舍管理員確認床位，再由申請單位函文或校內簽呈送交北港分部學務組辦理。

For administrative convenience, applicants must confirm bed availability with the dormitory manager at least two weeks before the stay. Then, the requesting unit must submit an official application document or internal approval form to the Beigang Campus Student Affairs Section.

四、申請時限

Application Deadlines

(一) 寒假住宿：應於第一學期結束前申請。

(二) 暑假住宿：應於第二學期結束前申請。

(三) 學期中住宿：應於學期開始或預計住宿日兩週前申請。

(四) 各項住宿申請，須於前點時限內完成第 3 條所列程序，並將資料繳交宿舍管理員。

Winter break stay: Apply before the end of the first semester.

Summer break stay: Apply before the end of the second semester.

During semester: Apply two weeks before the semester begins or intended stay date.

Applicants must complete the process in Article 3 and submit all required documents to the dormitory manager within the respective deadlines.

五、收費及退費辦法

Accommodation Fees and Refunds

(一) 每整月住宿費新臺幣 2,000 元。如未滿整月（含假日連續住宿日數），按日收費，每日 100 元。

(二) 整學期住宿費新臺幣 8,300 元。

(三) 住宿期間中途退宿者，依第(一)點標準退費，並檢附收據正本、存摺封面影本與退宿申請書送交宿舍管理員辦理。

NT\$2,000 per full month. For partial months (continuous days including holidays):
NT\$100/day.

Full semester stay: NT\$8,300.

Mid-stay withdrawal: Refunds follow (a) with submission of original receipt, a bankbook cover copy, and a withdrawal form to the dormitory manager.

六、繳費規定

Payment Regulations

申請人應持住宿申請表，於入住前至少一週至出納組繳費。

Applicants must pay the accommodation fee at the university's cashier office with the stay application form at least one week before move-in.

七、入住程序

Check-in Procedure

入住時須出示申請表與繳費收據，由宿舍管理員陪同驗收寢室。

Before moving in, the applicant must present the application form and payment receipt. The dormitory manager will accompany them for room inspection.

八、床位安排

Room Assignment

宿舍床位將重新分配，應住於指定寢室。如遇維修或其他需要，應配合搬遷。

Beds will be reassigned. Students must stay in the designated room. In cases of repairs or other needs, relocation to assigned rooms is required.

九、未使用宿舍

Unused Dorm Rooms

寒暑假未開放宿舍將上鎖，嚴禁擅入，違者須賠償損失並依校規懲處。

Dorm rooms not in use during breaks will be locked. Unauthorized access is forbidden. Violators may be penalized and must compensate for any damages.

十、住宿期間責任

Responsibilities During Stay

住宿單位應協助督導住宿生遵守宿舍規定及門禁、行為規範，重大違規者將予以退宿且不退費。

※ 備註：寒暑假期間無中央空調及熱水供應，一樓設有即熱式熱水器可供使用。

The responsible unit must ensure compliance with dormitory rules, curfews, and behavior. Serious violations may result in eviction without refund.

Note: No central air conditioning or hot water during winter/summer breaks. Instant hot showers are available on the first floor.

十一、退宿程序

Check-out Procedure

(一) 退宿前應由負責人檢查寢室整潔。

(二) 離宿前通知宿舍管理員完成設備查驗與鑰匙繳回。

The responsible person must inspect rooms before checkout.

Contact the dormitory manager for equipment inspection and key return before departure.

十二、設備損壞賠償

Damage Compensation

學生若損壞公共財產，應全額賠償，由總務處協助修繕。

Students must fully compensate for damaged public property. Repairs will be managed by the General Affairs Section.

十三、施行

Implementation

本規則經北港分部行政會議通過後施行，修正時亦同。

These regulations are effective upon approval by the Beigang Campus Administrative Meeting and follow the same procedure for amendments.

附件：宿舍暑期借住申請書

Attachment: Summer Dormitory Stay Application Form

班級：_____ 學號：_____ 性別：_____

Class: _____ Student ID: _____ Gender: _____

姓名：_____ 聯絡電話：_____ 國籍：_____

Name: _____ Contact Number: _____
Nationality: _____

申請住宿期間：自_____年_____月_____日起至_____年_____月_____日止

Requested Stay Period: From _____ / _____ / _____ to _____ / _____ / _____

住宿事由：_____

Reason for Stay:

注意事項

Important Notes

1. 經核准後，床位由宿舍管理員安排，不得私自更換。

Once approved, bed assignments must follow the dormitory manager's arrangement and may not be changed privately.

2. 住宿費每日 100 元，或每月 2,000 元，不足月者以日計。

NT\$100 per day, NT\$2,000 per month; daily rate applies if less than a month.

3. 住宿期間應節約用電用水。

Conserve electricity and water during your stay.

4. 夜間無宿舍人員值班，緊急請聯繫大門警衛或撥打 05-7832020。

No dormitory staff on night shift. For assistance at night, contact security at the gate or call 05-7832020.

5. 須保持寢室整潔，退宿前清空物品並經查驗後繳回鑰匙。

Maintain cleanliness. Rooms must be cleaned and all personal items removed before departure. Key must be returned after inspection.

6. 設備損壞需照價賠償。

Compensation is required for any damaged equipment.

7. 借住期間應遵守宿舍規定，重大違規依校規處理。

All dormitory rules apply. Major violations will be handled according to university policies.

宿舍管理員 | 校門警衛 | 學務組組長

Dormitory Manager | Campus Security Officer | Student Affairs Section Chief