**國立暨南國際大學 住宿生退宿程序單**

National Chi Nan University Student Dormitory Check-out Form

* 個人資料：

General Information：

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 學號  Student ID No. |  |
| 系所  Department |  | 年級  Grade | 學B / 碩 M / 博 D ； \_\_\_\_\_ |
| 性別  Gender | 女 Female / 男Male | 寢室號碼  Dormitory Room Number |  |

（Grade：Bachelor/Master/Doctorate. Ex: Bachelor； 4 ）

* 辦理下學期退宿或提早退宿者，請填寫本欄：

Check-out for next semester；or Early-leave Refund，please fill the table below：(Please inform warden one month before)

|  |  |  |
| --- | --- | --- |
| 退費金額  Refund amount | * 僅退2000元保證金   NT$ 2000（Deposit only） | 說明：休退學退住宿費金額比照教育部退費，至其他因故退費者，應於每學期開學後兩周內申請退費，逾期不予退住宿費。辦理住宿退費者，請影印繳費單(五聯單)收據給宿舍管理員，憑此辦理退費。  Instruction：Except for the Leave of absence/Withdrawal, students should apply for the refund in two weeks after term begins, overdue application is not acceptable. Please print out the payment receipt for dorm supervisor to get your refund. |
| * 退2000元保證金 + 住宿費 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。   NT$ 2000（Deposit） + Refund = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 聯絡資訊  Contact Detail | 手機號碼Mobile Phone Number： | |
| 居留證字號 /統一證號 ARC Number/UI Number： | |
| 郵局局號Bank office number：□□□□□□-□ | 帳號Account no.：□□□□□□-□ |
| ↑↑限填學生本人之局帳號，並請檢附存摺及居留證影本。**（陸生、交換生免填）**  ↑↑Fill in your bank account no. with one copy of the cover and one copy of ARC. **(only for degree students)** | |
| ★☆注意事項Notice | 1. 住宿生於退宿前應完成本程序單上所指定之項目，（管理員核章後）繳回予宿舍管理員或住服組後始完成退宿，方得辦理相關退費。程序單請至住服組首頁／下載專區找「各項退費申請暨離宿程序單」   In order to get your refund, after achieving all the requests below, please give it back to the warden or the Dormitory Section to complete the procedure. Please go to Student Dorm Service Section website/ download to download the Check-out Form.   1. 退宿程序請依規定時間內辦理，未依規定辦理者，得依規定計算住宿費並於保證金中扣抵。   Please complete the procedure in time, or you'll have to pay the extra rate. | |

* 離宿前應完成事項：

Leaving procedure check-list：

|  |  |  |
| --- | --- | --- |
| 應辦事項Items | 執行內容 Detail | 承辦人簽名 |
| 1. 環境清潔檢查   Surrounding check | 寢室內個人、公共區域及門外走廊上之垃圾、雜物一律全面清除。 Please clean up your own room, public area and the hallway. |  |
| 1. 淨空檢查   Personal property check | 寢室內個人寢具、書桌（含抽屜）、衣櫃及鞋櫃、公共區域所有物品一律全面清空。 Do NOT leave any personal property behind. |  |
| 1. 財產清點   Equipment check | 逐一清點檢查宿舍寢具配備，如有毀損遺失需照價賠償。 Any damage of equipment would have to compensate according to the set price. |  |
| 1. 鑰匙繳回   Give the key back | 務必繳回正確的房間鑰匙，未繳回者，本組得追究一切責任，且視同離宿程序未完成。  By all means, please give the original room-key back; otherwise the check-out process does NOT complete. |  |

* Please run the leaving procedure by yourself. Trustee is acceptable and should take full responsibility.
* 委託辦理（受委託人資料）：

General Information of Trustee：

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 學號  Student ID Number |  |
| 系級  Faculty and Grade |  | 寢室號碼  Dormitory Room Number |  |
| 連絡電話  Phone Number |  |  |  |

* + 退宿完成日期 管理員(Warden)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （簽章/Signature）

\_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ （年yy/月mm/日dd）