

國立彰化師範大學學生宿舍管理作業規定

National Changhua University of Education

Regulations of Student Dormitory Management and Operation

83年6月20日行政會議修正通過

101年1月4日行政會議修正通過

104年11月4日行政會議修正通過

104年12月1日學生事務會議修正通過

108年12月30日學生事務會議修正通過

113年12月25日學生事務修正通過

- 一、目的：為有效管理學生宿舍，以臻生活教育之目的，特訂定「國立彰化師範大學學生宿舍管理作業規定」（以下簡稱本規定）。

Purpose: To effectively manage student dormitories, for the purpose of education on life, the "Regulations of Student Dormitory Management and Operation at National Changhua University of Education" (hereinafter referred to as the regulations) are established.

- 二、管理權責：由學生事務處住宿服務組（以下簡稱住宿組）負責全校學生宿舍行政業務並輔導及監督由住宿學生組成之學生宿舍生活促進會，協助學校管理宿舍相關事宜，培養住宿學生良好生活習慣及共同維護住宿環境安全。學生宿舍生活促進會組織職掌及遴選與考核相關辦法另訂之。

Responsibilities: Housing Service Section of the Office of Student Affairs (hereinafter referred to as the Section) is responsible for the administrative affairs of student dormitories. It guides and supervises the Student Dormitory Life Enhancement Association formed by resident students, assists in managing dormitory-related matters, cultivates good living habits among resident students, and collaboratively maintains a safe living environment. The responsibilities of organization, selection, and evaluation of the Student Dormitory Life Enhancement Association are separately stipulated.

- 三、各宿舍收費標準，依其使用年限及維護等費用計算，於每學期住宿申請作業前公告。

Fee standards for each dormitory shall be announced before the start of each semester, calculated based on usage duration, and maintenance costs.

- 四、宿舍申請及分配：學期住宿及寒暑假住宿申請應依住宿組公告期程辦理，相關辦法另訂之。

Dormitory application and allocation: Applications for semester and summer/winter vacation stays should follow the schedule announced by the Housing Service Section. Related regulations are separately stipulated.

- 五、學生住校規定 Student Residence Regulations:

(一) 入住及退宿 Check-in and check-out：

- 1.凡經核准住宿之學生，並於規定時間繳交住宿保證金及住宿費後，應按學校規定時間及程序辦理進住及退宿手續。凡未經許可擅自進住者，除飭其立即遷出外，並視情節輕重，依規定議處。

Students approved for accommodation should complete check-in and check-out procedures according to the university's specified time and procedures. Unauthorized check-in is subject to penalties, including immediate eviction, depending on the severity of the situation.

- 2.辦理入住時應將住宿繳費收據（含住宿保證金）交宿舍幹部查驗，並於進住宿舍時立即清點寢室原有公物，發現損壞或遺失，應即通知宿舍幹部修繕或補充。

During check-in, students should present dormitory payment receipts (including the accommodation deposit) for inspection by dormitory officials. The original public items in the dormitory should be checked immediately upon moving in. Any damages or losses should be reported to dormitory officials for repair or replacement.

- 3.進住宿舍後，應詳細閱讀並遵守宿舍生活公約，違規者除依情節輕重得以議處外，並依規定賠償或扣除保證金。宿舍生活公約及違規記點標準及宿舍保證金繳交與退還相關辦法另訂之。

After moving in, students should thoroughly read and adhere to the Student Dormitory Regulations. Violations are subject to penalties depending on the severity, with compensation or deduction from the security deposit as stipulated. The regulations for the Student Dormitory Regulations, violation point regulations, and related procedures for the payment and refund of dormitory deposits are separately stipulated.

- 4.學期中入住者，短期連續住宿4週以內，每人每日收費雅房150元、四人套房250元、二人套房500元，超過4週按下列比例收費：

For students checking in to the dormitory mid-semester, the accommodation fees will be charged proportionally based on the number of weeks of stay. For stays of up to four weeks, the charges are as follows: NT\$150 per person per day for a bedsit with shared bathrooms, NT\$250 per person per day for a quad suite, and NT\$500 per person per day for a duo suite. For stays exceeding four weeks, the accommodation fees will be charged according to the following proportions:

- (1) 學期開學日（含當日）後未逾學期三分之一申請入住者，繳交全學期住宿費。

- (2) 學期開學日後已逾學期三分之一未逾學期三分之二申請入住

者，繳交全學期三分之二住宿費。

(3) 學期開學日後已逾學期三分之二申請入住者，繳交全學期三分之一住宿費。

- (1) Students who apply for dormitory check-in after the first day of the semester but within the first one-third of the semester must pay the full accommodation fee.
- (2) Students who apply for dormitory check-in after the first one-third but within the first two-thirds of the semester must pay two-thirds of the full accommodation fee.
- (3) Students who apply for dormitory check-in after the first two-thirds of the semester must pay one-third of the full accommodation fee.

5.辦理退宿時，應將寢室打掃清潔，並將宿舍磁卡、鑰匙交還生活促進會幹部，並於期限內搬離寢室。

When checking out, students should clean their rooms and return the dormitory magnetic card and keys to the Student Dormitory Life Enhancement Association officials, and students should move out within the specified timeframe.

(二) 換寢 Dormitory Room Change:

1.學生寢室床位經公告後，如因個人因素欲換寢者，須先向住宿組提出申請。

Students wishing to change rooms due to personal reasons must apply to the Accommodation Section.

2.換寢申請經核准者，每學期第一次不收費，第二次後每次需繳手續費300元並補繳住宿費差額，惟異動至較低住宿費概不退費。

Approved room changes are not charged for the first time each semester. From the second time onwards, a processing fee of NT\$300 and the difference in accommodation fees must be paid. However, there is no refund for moving to lower-priced accommodation.

(三) 退宿及退費 Check-Out and Refund::

1.經核准住宿之學生，因故退宿，住宿費退費比例依專科以上學校學雜費收取辦法附表二專科以上學校學雜費退費基準表辦理：

Students approved for accommodation but needing to check out due to unforeseen circumstances will have their accommodation fees refunded in accordance with the refund proportions specified in 'Table II - Refund Standards for Tuition and Miscellaneous Fees:

"Students approved for accommodation who choose to withdraw due to personal reasons

- (1) 學期開學日（含當日）前申請退宿者，可申請更換繳費單，免繳住宿費。
- (2) 學期開學日（不含當日）後未逾學期三分之一申請退宿者，退還所繳住宿費三分之二。
- (3) 學期開學日後已逾學期三分之一未逾學期三分之二申請退宿者，退還所繳住宿費三分之一。
- (4) 學期開學日後已逾學期三分之二申請退宿者，概不退費。

- (1) Students who apply for checkout from the dormitory before or on the first day of the semester can request a revised payment slip and are exempt from the accommodation fee.
- (2) Students who apply for checkout after the first day of the semester but within the first one-third of the semester will receive a two-thirds refund of the paid accommodation fee.
- (3) Students who apply for checkout after the first one-third but within two-thirds of the semester will receive a one-third refund of the paid accommodation fee.
- (4) Students who apply for checkout after two-thirds of the semester will not be eligible for a refund.

2.違反宿舍規定勒令退宿者，概不退費，並應於七日內（含例假日）辦理退宿。

Those ordered to check out for violating dormitory regulations will not be eligible for a refund and must complete the check-out within seven days (including holidays).

3.休學、退學、轉學、畢業者，應於離校手續完成後七日內（含例假日）退宿。

Students who suspend their studies, withdraw, transfer, or graduate should check out within seven days (including holidays) of completing the school withdrawal procedures.

六、本規定經學生事務會議通過，陳校長核定後施行，修正時亦同。

These regulations are passed by the Student Affairs Council and implemented upon approval by the university president. Amendments will follow the same process.