

# 國立彰化師範大學學生宿舍保證金繳交與退還作業規範

## National Changhua University of Education

### Regulations for Payment and Refund of Security Deposit for Student Dormitory

94年11月9日行政會議通過  
101年1月4日行政會議修正通過  
106年10月11日行政會議修正通過  
109年3月4日行政會議修正通過

一、目的 Purpose：為明確規範住宿保證金之繳交、退還及管理事項，依據本校「學生宿舍管理作業規定」，訂定本規範。

To clearly define the procedures for the payment, refund, and management of accommodation security deposits, these regulations are established in accordance with the university's "Regulations of Student Dormitory Management and Operation."

二、權責區分 Division of Responsibilities：

(一) 學生事務處 Office of Student Affairs

1. 訂(修)定宿舍保證金繳交與退還規定。
2. 指導各宿舍生活促進會執行保證金退還事宜。
3. 辦理學生住、退宿相關行政事宜。
1. Formulate (amend) regulations for the payment and refund of dormitory security deposits.
2. Provide guidance to each Student Dormitory Life Enhancement Association in executing matters related to security deposit refunds.
3. Handle administrative matters related to student accommodation and check-out.

(二) 生活促進會 Student Dormitory Life Enhancement Association

1. 執行宿舍住宿保證金繳交與退還規定。
2. 對違反學生宿舍相關規定之同學提出糾舉與懲罰建議。
1. Implement regulations for the payment and refund of dormitory security deposits.
2. Report and make disciplinary recommendations for students who violate dormitory-related regulations.

(三) 住宿學生 Dormitory Residents

1. 依本規範繳交住宿保證金。
2. 確實遵守各宿舍生活公約及本校住、退宿相關規定。
1. Pay the accommodation security deposit in accordance with these regulations.
2. Strictly adhere to the Student Dormitory Regulations of each dormitory and the university's regulations for accommodation and check-out.

三、保證金規定 Deposit Regulations：

(一) 學年住宿：新台幣 1,000 元整。

(二) 寒、暑假住宿：新台幣 500 元整。

Annual Accommodation: NT\$1,000.

Winter and Summer Break Accommodation: NT\$500.

四、保證金應繳入校務基金帳戶保管，其權責分工如下

The security deposit should be deposited into the school's general fund account for safekeeping, with responsibilities divided as follows:：

(一) 研究所、大學部之新生住宿保證金併同註冊繳費單收取。

For new students in graduate programs and undergraduate programs, the accommodation

security deposit is collected together with the registration payment.

- (二) 研究所、大學部之舊生住宿保證金，於抽中床位名單公告 7 日內未放棄床位即製單，並應於 7 日內完成繳費。未依限繳費者，視為放棄床位。

For existing students in graduate programs and undergraduate programs, a list of students allocated beds will be announced. Those who do not forfeit their beds within 7 days of the announcement will be billed, and payment must be completed within 7 days. Failure to pay within the specified period will be considered as forfeiting the bed.

- (三) 寒、暑假住宿保證金由宿舍幹部收取。

Security deposits for winter and summer accommodations will be collected by dormitory officers.

- 五、獲住宿床位分配學生，須在規定期限內繳交保證金，未經同意而遲交者，得取消其住宿權利。

Students assigned accommodation must submit the security deposit within the specified period. Failure to pay without approval may result in the cancellation of accommodation rights.

#### 六、保證金扣除 Deduction of Deposit：

- (一) 學年獲得床位，因個人因素申請退宿者，扣除全額保證金。

Students obtaining beds for the academic year who apply for withdrawal due to personal reasons will have the entire security deposit deducted.

- (二) 住宿期間（滿）發生下列情形之一者，得扣除全額保證金

The full security deposit may be deducted during the accommodation period if one of the following circumstances occurs：

1. 非因休學、退學、轉學等原因而申請退宿。

Voluntary withdrawal from the dormitory without reasons such as suspension, withdrawal from the university, or transfer.

2. 因違反宿舍管理規定遭強制退宿處分。

Mandatory withdrawal due to violation of dormitory management regulations.

3. 住宿期滿未辦理退宿手續（含退還大門磁卡與寢室鑰匙、寢室設施檢查、寢室清潔檢查）逕行離去。

Failure to complete the check-out process at the end of the accommodation period, including returning the magnetic card and room key, room facility inspection, and room cleaning inspection.

4. 惡意損壞宿舍設施。

Deliberate damage to dormitory facilities.

- (三) 住宿期間（滿）發生下列情形，扣除部分保證金

Partial deduction of the security deposit may occur during the accommodation period for the following reasons：

1. 學期及寒暑假無故未依規定時間辦理退宿手續者，每次扣除新台幣 500 元整。

Failure to check out within the specified time during the semester and winter or summer break, with a deduction of NT\$500 for each occurrence.

2. 個人使用寢室內物品不當損壞、遺失，依下列金額賠償，如無法歸究責任，則由全寢室各室友平均分攤，如物品價額高於下列賠償金額，依購入市價賠償。

If an individual improperly damages items in the dormitory or loses items of the dormitory, compensation shall be provided according to the following amounts. In the event that responsibility cannot be assigned, the entire dormitory's roommates shall evenly share the responsibility. If the value of the item exceeds the specified compensation amounts, compensation shall be based on the current market price at the time of purchase.

- (1) 大門磁卡：新台幣 100 元整。

Magnetic card: NT\$100.

(2)寢室鑰匙：新台幣 100 元整。

Room key: NT\$100.

(3)冷氣遙控器：新台幣 300 元整。

Air conditioner remote control: NT\$300.

(4)冷氣卡:新台幣 100 元整。

Air conditioner card: NT\$100.

3.其他寢室內或宿舍區公用財產物品之損壞、遺失，如係個人所致，照價賠償，如無法歸究責任，則由全寢室各室友平均分攤。

If an individual is found responsible for causing damage or loss to communal property items within the dormitory area, they should be held accountable for compensation calculated based on the item's price. In cases where the responsible party cannot be identified, the responsibility and compensation should be shared among all roommates.

4.退宿時未將寢室打掃乾淨，由學校僱工清理，留下之物品視同廢棄物處理，以保證金支付學校僱工打掃清除費用，餘額退還。如不足，應另行補繳差額。

Failure to clean the room upon check-out, resulting in the employment of school staff for cleaning. The cost of cleaning is deducted from the security deposit, and any remaining balance is refunded. If the remaining security deposit is insufficient for the cost of cleaning, the difference must be paid separately.

5.無故遲到或不參加宿舍居民大會，扣除該寢每人均攤保證金新台幣 200 元整。

Unjustified late arrivals or non-participation in dormitory resident meetings, with a deduction of NT\$200 from the deposit per person of dormitory room.

#### 七、保證金退還 Refund of Deposit：

(一)住宿期滿，於規定期限內離宿，無第六點保證金扣除情事，經簽報全額無息退回住宿保證金，核定後以轉帳方式匯入學生個人帳戶。無法開立帳戶之學生，得以現金退還。

Upon completion of the accommodation period and timely check-out with no deduction issues, the full security deposit is refunded without interest. The approved refund is transferred to the student's personal account via wire transfer. If the student cannot open an account, cash refund is permitted.

(二)如有扣款情事，經核算餘額後簽報，無法開立帳戶之學生，得以現金退還。扣除之保證金繳入校務基金。

In case of deductions, the remaining balance is calculated and reported. For students unable to open an account, a cash refund is provided. The deducted security deposit is deposited into the school's general fund.

#### 八、本規範經行政會議通過後，陳請校長核定後施行，修正時亦同。

These regulations, after approval by the Administrative Council and confirmation by the president, will be implemented. Amendments to the regulations will follow the same approval process.