暑期營隊及交流生住宿辦法

Accommodation Regulations for Summer Camps and Exchange Students

一、 國立陽明交通大學陽明校區(以下簡稱本校區)為提昇暑期營隊及交流生住宿之管理效能並確保安全與住宿品質，訂定本辦法。

Article 1

The Regulations for the Yang Ming campus of the National Yang Ming Chiao Tung University (hereinafter referred to as "the Campus") are formulated to improve management efficiency in relation to the accommodation for summer camps and exchange students and to ensure safety and accommodation quality.

二、 本辦法所稱之主管機關，為學生事務處住宿輔導組。

Article 2

The competent authority referred to in these Regulations shall be the Student Housing Guidance Section of the Student Affairs Office.

三、 住宿對象：

Article 3. Persons eligible for accommodation

(一) 暑期營隊：參加本校暑期營隊活動之學員。

(1) Summer camp: Trainees who participate in the school's summer camp activities.

(二) 交流生：與本校交流之學生。

(2) Exchange students: Exchange students to the school.

四、 住宿申請：

由本校區相關單位專簽提出住宿需求，主管機關得視實際床位情況安排床位。

Article 4. Application for Accommodation

Accommodation needs are proposed through a special proposal submitted by the relevant department of the Campus, and the competent authority assigns beds according to availability.

五、 住宿申請時間：

(一) 暑期營隊：於每年 3 月 15 日前提出申請。

(二) 交流生：

1. 第一學期床位申請於每年 8 月 15 日前提出。
2. 第二學期床位申請於每年 1 月 15 日前提出。
3. 暑期床位申請於每年 5 月 15 日前提出。

Article 5. Accommodation Application Period

(1) Summer camp: Applications must be submitted before March 15 of the year.

(2) Exchange students:

1. Bed applications for the first semester must be submitted before August 15 of the year.

2. Bed applications for the second semester must be submitted before January 15 of the year.

3. Bed applications for the summer vacation period must be submitted before May 15 of the year.

六、 住宿收費標準及收費時間如下：

(一) 暑期營隊：

1. 住宿費：於入住前繳交，收費標準按日計算，限住男二舍及女三舍，每日每床 300 元(含電費及冷氣費)。
2. 遷出入日期：自 7 月 1 日至 8 月 20 日，惟需配合宿舍遷出入時程。
3. 押金：每房提供冷氣卡乙張(押金 100 元)及鑰匙乙支(押金 50 元)，遷出時應繳還，遺失或損壞者，押金不予退還。

(二) 交流生：

1. 住宿費：於入住前繳交，收費標準原則上以學期計，在學期中（含寒假）未滿 14 天（含）以半個月計；超過 15 天未滿 30 天（含）以一個月計。
2. 暑期住宿費用分三階段收費：於入住前繳交，收費標準原則上以階段計，第一階段 7 月 1 日至 7 月 15 日、第二階段 7 月 16 日至 7 月 31 日、第三階段 8 月 1 日至 8 月 15 日，每階段以半個月計，未滿一階段以一階段計。
3. 押金：每人提供鑰匙乙隻(押金 50 元)，遷出時應繳還，遺失或損壞者，押金不予退還。
4. 以上收費標準不包含網路費(400 元/學期)、電費、冷氣卡(400 元/張)。

(三) 若有其他需求，申請單位應以專簽辦理，並繳費。

Article 6. The accommodation charges and payment schedules are as follows:

(1) Summer camp:

1. Accommodation fee: Accommodation fees are paid before check-in. Accommodation fees are calculated on a daily basis. Only Male Student Dormitory 2 and Female Student Dormitory 3 are available; the fee is 300 TWD per bed per day (including electricity and air-conditioning).

2. The dates for moving in and moving out are July 1st and August 20th, respectively; compliance with the schedule for moving in and out of dormitories is required.

3. Deposit: An air-conditioning card (deposit: 100 TWD) and a key (deposit: 50 TWD) are provided for each room, and they must be returned by a dormitory resident when he or she moves out. If the aforementioned items are lost or damaged, the deposit is not refunded.

(2) Exchange students:

1. Accommodation fee: Accommodation fees are paid before check-in. In principle, the fee is charged per semester. During the semester (including the winter vacation), for a stay of 14 days or fewer, half a month's fee is charged; for a stay of more than 15 days and no more than 30 days, a full month's fee is charged.

2. Summer accommodation fees are charged in three stages: Summer accommodation fees are paid before check-in. In principle, fees are charged according to stages. The first stage is from July 1 to 15, the second stage is from July 16 to 31, and the third stage is from August 1 to 15. Each stage is counted as half a month; for a stay that is shorter than the length of one stage, half a month's fee is charged.

3. Deposit: A key (deposit: 50 TWD) is issued to each dormitory resident; it must be returned by a dormitory resident when he or she moves out. If the aforementioned items are lost or damaged, the deposit is not refunded.

4. The aforementioned fee standards exclude the fees for Internet services (400 TWD/per semester), electricity, and air-conditioning cards (400 TWD/per card).

(3) Other requirements are handled through special proposals by the applying department, and related fees must be paid.

七、 繳費方式：

於入住前，請申請單位派員至主管機關代領取繳費單，並至出納組完成繳費。

Article 7. Payment Method

Before a dormitory resident can move in, the applying department shall dispatch staff to the competent authority to collect a payment slip, and the relevant payment should be made at the Cashier Section.

八、 退費：

(一) 暑期營隊如遇天災(颱風及地震等因素)，導致無法住宿情況，主管機關可視實際情況，據以辦理住宿費退費事宜。

(二) 交流生提早遷出者，不予退費，如有特殊情形，應以專簽辦理。

Article 8. Refund

(1) In the event that summer camp teams are prevented from staying at the dormitories because of a natural disaster (e.g., typhoon or earthquake), the refund of accommodation fees shall be handled by the competent authority in accordance with actual circumstances.

(2) No refund is given for exchange students who move out ahead of schedule. Cases involving special circumstances are handled through special proposals.

九、 遷出入：

（一）暑期營隊遷入宿舍時間為下午 3 時以後，遷出宿舍時間為中午 12 時前。逾時遷出且情節重大者，應付逾時費用。

（二）交流生遷出入應於住宿輔導員上班時間內辦理。
（三）遷出宿舍前，應清理及清潔所住寢室內之個人及公共空間，並繳清所借公物與鑰匙。公物與鑰匙遺失或損壞者，應負損害賠償責任。

Article 9. Moving In and Out of Dormitories

(1) For summer camp teams, a dormitory resident may move into a dormitory after 3 p.m. and must move out before 12 p.m. A late move-out fee is charged for considerable delays in moving out.

(2) The moving in and out of exchange students are processed during the working hours of the accommodation counselor.

(3) Before a dormitory resident moves out of a dormitory, the personal and public space in the dormitory must be tidied and cleaned, and all loaned public items and keys must be returned. If a public property or key is lost or damaged, the dormitory resident shall be liable for damages.

十、 住宿規定：

(一) 暑期營隊及交流生應遵守本校區住宿之相關規定。

(二) 未遵守宿舍相關規定之暑期營隊，不得申請下一年度之暑期住宿；未遵宿舍相關規定且情節重大之交流生，應立即取消其入住資格。

(三) 住宿者需自備寢具及盥洗用具。

(四) 住宿者如持有貴重物品，應自行妥為保管，主管機關不負任何保管責任。

(五) 其他未盡事項，依相關法令及本校區規定辦理。

Article 10. Accommodation Regulations

(1) Summer camp teams and exchange students must comply with the relevant regulations for accommodations in the campus.

(2) Summer camp teams that fail to comply with the relevant dormitory regulations may not apply for summer accommodation in the following year; exchange students who are involved in serious breaches of dormitory regulations are immediately disqualified for admission.

(3) Dormitory residents are required bring their own bedding and toilet accessories.

(4) Dormitory residents with valuables must keep them properly, and the competent authority does not bear any custodial responsibility.

(5) Matters not covered by the Regulations shall be handled in accordance with relevant laws and the regulations of the campus.

十一、本辦法經學務會議通過後發佈實施，修正時亦同。

Article 11. The Regulations shall be announced and implemented after approval at a Student Affairs Meeting; this process also applies to amendments to the Regulations.

已註解 [SL1]: Academic year?