

# National Chin-Yi University of Technology (NCUT)

## Dormitory Notice for International Students – Summer Vacation, Second Semester of Academic Year 113

### I. Summer Vacation Period:

- The dormitory will undergo room maintenance and environmental disinfection.
- Students must comply with the dormitory rules regarding roll call every night. You must return to the dorm by 11:00 PM. **Late returns due to part-time jobs are not allowed.**

### II. Unified Move-Out for International Students:

1. **Dates:** June 20 (Friday) to June 22 (Sunday), 2025.
2. **Time:** 8:00 AM to 10:00 PM daily.
3. On the **day you leave the dorm**, please contact your floor leader during the above time to:
  - Conduct a room inspection,
  - Return your access card (and if you're the last one leaving, also the room electricity card),
  - Return your key.Only after your floor leader confirms everything is in order **and you sign off** will you be allowed to leave.

★*Do NOT go directly to the dorm office without informing your floor leader.*

★*If you borrowed a network cable from the dorm, you must return it. If it's lost or damaged, you'll need to compensate based on its original price.*

#### 4. Room Inspection Standards:

- Any loss or damage to dorm-provided items will require compensation at original prices.
- All dorm-provided items must be returned to their original positions.
- All personal belongings must be removed. No items may be left behind.
- Full cleaning of the room (all areas) is required.
- Remove all your clothes from the laundry room.
- Close the windows, draw the curtains, and cover the toilet seat.

★*If you are the last person to leave your room, you must ensure everything meets the inspection standard. If the room is left dirty or damaged, the dorm reserves the right to estimate cleaning/repair costs and split them among all roommates.*

### III. Dormitory Refrigerator Clean-Out:

- All dorm refrigerators will be cleared and unplugged at 10:00 PM on June 12 (Thursday), 2025.
- Please remove all your food and belongings from the refrigerator before then. Anything left will be discarded.
- ⚠ Refrigerators will **not** be plugged back in after this time.

## IV. Summer Vacation Stay Application for International Students (Academic Year 113, Semester 2):

Please collect an application form at the 1F dormitory office.

1. **Eligibility:** Students staying continuously from June 22, 2025, without leaving the dorm.
2. **Dorm Fees** (excluding internet charges):
  - **1–21 nights:** NT\$100 per person per night.
  - **More than 21 nights:** NT\$4,950 (half of the semester dorm fee).
3. **Internet Usage Fees:**
  - 1–15 days: NT\$25
  - 16–30 days: NT\$50
  - 31–45 days: NT\$75
  - (and so on)
4. **Air-conditioning:** Pay-per-use basis. A payment slip will be provided before you leave.

## V. Application Process & Payment Method:

**Step 1:** Collect the application form at the 1F dormitory office.

**Step 2:** Fill out the form completely.

**Step 3:** Get a signature from your mentor or advisor from the Office of International Affairs (OIA).

**Step 4:** Submit the completed form to the 1F dormitory office for review.

**Step 5:** Once approved, the office will issue a payment slip. Pay at the school cashier office.

**Step 6:** After payment, bring the receipt to the 1F dormitory office to confirm. Application is **only complete after confirmation**.

**Application deadline: Now until 6:00 PM on June 11, 2025 (Wednesday).**

★ *Late applicants must request special approval with supporting documents or signature from their OIA mentor/advisor.*

★ *The dormitory office **does not** accept payments.*

**Important:** Once you've paid and the payment is submitted to the school by the OIA, refunds will **not** be issued if you cancel your stay or leave early. Please apply only after careful consideration.

## VI. Final Notes:

Please pay close attention to all of the above and cooperate accordingly. In case of any major incidents or natural disasters during move-in or move-out periods, NCUT will follow announcements from the Directorate-General of Personnel Administration and local authorities.

If you have any questions, contact your mentor or floor leader.

**Thank you for your cooperation.**

**NCUT Dormitory Office**