

長庚大學【外校學生住宿/畢業生延後退宿】申請單

Application Form for Off-Campus Student Dormitory Accommodation / Graduation Deferred Check-Out

姓名 Name		性別 Gender		申請部門(科系) Department (Program)	
指導教授 Advisor		實驗室分機 Lab Extension No		手機 Mobile Phone	
E-mail	發送宿舍網路 DHCP 設定帳號密碼使用 (For dormitory network DHCP account and password usage)				
住宿時間 Accommodation Period	From _____年(Y)_____月(M)_____日(D) 至 TO_____年(Y)_____月(M)_____日(D)				
身份別 Applicant Category	<input type="checkbox"/> 交換學生 Exchange Student <input type="checkbox"/> 共同研究 Joint Researcher <input type="checkbox"/> 畢業生延後退宿 Graduate Student Deferred Check-Out <input type="checkbox"/> 其他 Other				
說明申請原因(請檢附相關證明文件) Reason for Application (please attach supporting documents)					
院長 Dean		主任 Chief		指導教授 Advisor	

申請流程：申請單位↓學務處住宿組↓申請單位↓申請人↓宿舍報到↓舍監↓住宿組留存

審查意見：

同意申請，配住_____樓 寢 床，
 住宿費用計算：共_____週，每週_____元，合計_____元。

不符合申請資格，不同意進住。

Approved. Assigned to Dormitory_____, Room_____ Bed ____.
 Accommodation fee calculation: _____ weeks × _____ NTD/week = Total _____ NTD.

Not eligible. Application denied.

學務長		組長		經辦	
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1. 請於進住日(不含進住日)四個工作天前將完成部門/系所核簽的申請單送至住宿組。申請通過後，如有取消或延後住宿者，請申請單位另以電話告知住宿組，俾利床位分配或安排。
 2. 進住當天請攜住宿組核簽完成之申請單直接至所分配之宿舍辦理進住。
 3. 繳費方式：請於進住起三個工作天內至學校出納完成繳費，並將繳費收據正本交至住宿組。
 4. 請申請單位於學生入住前告知本校學生宿舍相關管理辦法(已公告於住宿組網頁)，住宿人員亦需遵守本校住宿相關法規，如有違規之情事，依規定懲處。
1. Please submit the application form, signed and approved by your department/program, to the Dormitory Section at least four working days prior to the move-in date (excluding the move-in day). After approval, if the application is canceled or postponed, the applying unit must notify the Dormitory Section by phone to facilitate bed allocation and arrangements.
 2. On the move-in day, please bring the approved application form from the Dormitory Section directly to the assigned dormitory for check-in.
 3. Payment: Within three working days after moving in, please complete the payment at the University Cashier's Office and submit the original receipt to the Dormitory Section.
 4. The applying unit must inform the student of the dormitory regulations (announced on the Dormitory Section website) before check-in. Residents are required to comply with all dormitory rules and university regulations. Any violation will be subject to disciplinary action.

外校學生暨畢業生申請住宿於長庚大學學生宿舍 進住同意書

- 一、本人已經詳閱並瞭解長庚大學學生宿舍生活輔導管理辦法、學生宿舍違規記點規定實施辦法及公物損壞賠償辦法，願意於住宿期間確實遵守各項規定。若違反上述規定時，願意接受相關懲處。
 - 二、住宿期間，重要物品請隨身攜帶，並自負保管責任。
1. I have carefully read and understood the Dormitory Life Regulations, the Violation Points System, and the Public Property Compensation Policy of Chang Gung University. I hereby agree to fully comply with all rules during my stay, and I accept any disciplinary actions should I violate them.
 2. During the accommodation period, I will keep all important personal belongings with me and take full responsibility for their safekeeping.

申請人簽名(Applicant's Signature):

住宿寢室(Dormitory / Room):

日期(Date):