

長庚大學住宿生未退宿提前辦理離校程序切結書

Non check out of the dormitory, apply for the leaving procedure affidavit in advance.

姓名 Name		學號 Student ID NO.	
系級 Department		連絡電話 Phone number	
身分證字號 ARC NO.		退宿日期 Check-out date	
住宿床位	_____樓 Building _____寢 Room ___床 Bed	繳費證明 Deposit NT\$1000	

說明:

- 一、為確保應屆畢業生住宿生能於規定時間內(考試日期+3日)完成退宿，應繳保證金新台幣壹仟元整。於規定時限內完成退宿者，將退還保證金 1000 元。
- 二、逾期未完成退宿者，逾一日扣保證金 300 元、逾二日扣保證金 600 元、逾三日以上不退保證金且由住宿組主動清空住宿物品，財物損失由住宿生自行負責。
- 三、請務必保存收執聯，辦理退宿手續需憑收執聯至舍監室辦理退還押金。

※以上說明已確實詳閱並願意遵守，申請人_____ (簽名)

_____年 YYYY ____月 MM ____日 DD

第一聯:存根聯(住宿組留存)

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姓名 Name		住宿 床位	_____樓 Building
學號 Student ID NO.			_____寢 Room ___床 Bed
繳費證明 Deposit NT\$1000			

說明 Description:

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A. In order to ensure that the students can complete the withdrawal within the stipulated time limit, they should pay a deposit of NT\$1,000. Students who complete the check-out within the specified date will have a deposit of NT\$1,000 refunded.

B. If the withdrawal is not completed within the stipulated time limit, the deposit will be deducted NT\$300 NTD for the first day, NT\$600 for the second day, and NT\$600 for the third day or more, the deposit will not be refunded.

C. Please be sure to keep the receipt. You will need to bring this receipt to the dormitory supervisor to return the deposit when you check out.

※The above instructions have been read in detail and I am willing to comply with them.

Applicant _____ (Signature)

_____年 YYYY ____月 MM ____日 DD

第二聯:收執聯 Receipt (學生自行存查 Student Retention)