

Move-out for 1st Semester, Academic Year 114 & Move-in for 2nd Semester, Academic Year 114

1. Move-out (End of Semester)

Move-out Dates

Dec. 27 – 28, 9:00 – 12:00 & 13:00 – 16:30

(No service 12:00 – 13:00)

If you cannot come in person, a representative may handle it **with prior consent**.

Winter Break residents: show **payment proof** and follow each building's instructions.



Important Notes

For additional details, please scan the QR code to view the online announcement.

A. Zhi-Yong & Wu-Ben Residents

Furniture replacement during Winter Break.

- **Students NOT staying for Winter Break must completely empty the room** and pass inspection.
- Temporary storage available in basement, **max. 4 items per person** (limited space).
- Students with Winter Break accommodation should move **according to announced schedule**.

B. Cleaning & Belongings

- Clean room before leaving.
- Take all personal items (food, appliances, laundry).
- Unplug all appliances (including refrigerators).
- Public areas are cleaned by residents; items left there are **treated as trash**.

C. Students Continuing Next Semester

- Follow building instructions for placing items.
- Pack properly to avoid dust/damage during construction.
- Take valuables home (no safekeeping).

D. Cleaning & Damage Charges

- If **final room inspection fails** → NT\$300 per person.
- Damage to shared items → deducted from deposit, shared by roommates.
- Damage to personal-use items → charged to user.
- If deposit is insufficient, **parents/guardians will be notified**.

E. Return Keys & Access Token

After confirming you will not return:

- Return **key set & access token** to dorm office and sign.
- Late return → charged as **Winter Break accommodation** from Dec. 28, 16:30.
- Lost items → replacement fee.
- Serious cases → **next semester accommodation cancelled**.
- Fill in **Move-out Registry Book** after returning keys.

F. Not Returning Next Semester

- Submit online cancellation **by Dec. 15**.
- Deposit refund: attach **postal bank passbook copy** (NT\$30 fee).

Download form: Dormitory website → **Forms** → Refund & Move-out Application.

2. Winter Break Accommodation

- **Application & payment:**
Dec. 8 – Dec. 18, 16:00
Late cases → + NT\$100
- Payment: weekdays **9:00 – 16:00**, Cashier's Office (cash only).

3. Move-in for Next Semester (AY114-2)

Move-in Dates

Feb. 21 (Sat) & Feb. 22 (Sun)

9:00 – 12:00 & 13:00 – 16:30

(No service during lunch)

Move-in Notes

- Move-in **only after payment is completed**.
- Unauthorized move-in → immediate removal & discipline.
- Bring ID (student ID, NHI card, passport, ARC, etc.) to collect keys.

Dormitory Service Center, Office of Student Affairs