

崑山科技大學 () 學年度住宿生退離宿暨退還「住宿保證金」申請表

Application for Leaving the Dorm/Deposit Return 申請日期(Date): _____

系所 Department		學號 Student ID No.		姓名 Name	
性別 Sex	<input type="checkbox"/> 男 Male	退宿寢號 Dorm/Room No.		電話 Tel	
	<input type="checkbox"/> 女 Female			E-mail	
宿舍類別 寢室編號	<input type="checkbox"/> 興苑雙人雅房 (Xing, Double share)	<input type="checkbox"/> 元苑三人套房 (Yuan, Triple, share ensuite)	<input type="checkbox"/> 北苑三人套房(外) (North 7F-8F, Triple, share ensuite)	學生身份 Student Category	<input type="checkbox"/> 台生 Local student
	<input type="checkbox"/> 北苑雙人套房 (North, Double, share ensuite)	<input type="checkbox"/> 北苑三人套房 (North, Triple, share ensuite)	<input type="checkbox"/> 北苑雙人套房(外) (North 7F-8F, Double, share ensuite)		<input type="checkbox"/> 陸生 Mainland China Student
	<input type="checkbox"/> 南苑雙人套房 (South, Double, share ensuite)	<input type="checkbox"/> 南苑三人套房 (South, Triple, share ensuite)	<input type="checkbox"/> 南苑四人套房 (South, Quad, share ensuite)		<input type="checkbox"/> 僑生 Overseas Chinese
	<input type="checkbox"/> 南苑四人雅房 (South, Quad, share)				<input type="checkbox"/> 一般外籍生 Foreign student
					<input type="checkbox"/> 交換生 Exchange student

退宿原因 (可複選) Reason for leaving (you may choose more than one)	<input type="checkbox"/> 住宿期滿 Exceeding the maximum number of terms allowed living in the dorm.	<input type="checkbox"/> 去與親友同住 Moving in with friends/relatives	<input type="checkbox"/> 宿舍位置偏遠出入不易 The dorms are too out of the way; coming and going is difficult <input type="checkbox"/> 其他(請說明) Other (please explain)
	<input type="checkbox"/> 休退學 Discontinuing studies	<input type="checkbox"/> 宿舍設施過於簡陋 Dorm facilities too inferior	
	<input type="checkbox"/> 轉學 Transferring to another school	<input type="checkbox"/> 與室友相處不易 Unable to get along with roommates	
	<input type="checkbox"/> 畢業 Graduating	<input type="checkbox"/> 作息時間和室友不同 Rest hours are different than roommates	
	<input type="checkbox"/> 註銷學籍 Canceling student registration	<input type="checkbox"/> 住宿違規，勒令退宿 Violating dormitory rule seriously	
	<input type="checkbox"/> 校外覓得合適租屋 Renting an apt off-campus		

受委託人簽章 Signature of Applicant/Sponsor: _____ 電話 Tel: _____

受委託人學號 Sponsor's Student No.: _____ 系級 Department: _____ E-mail: _____

以下由宿舍舍監填寫 The section below is for the dorm management.

寢室檢查 Room Inspection	項目 Item	住宿保證金 扣款金額 Dorm deposit subtractions	備註 Remarks
		1、財產損失 Property Damage	
	2、垃圾清理 Removal of trash/cleanness of area		
	3、延遲搬 Extension of dorm stay		
	4、其他 Other		
	扣款總金額 Total amount subtracted from deposit		扣款金額若超過住宿保證金 3000 元以上，另予追繳。 If the amount of subtractions exceeds the original deposit of NT\$3,000, you will be asked to pay the difference.
	舍監簽名： 日期：		

生輔組處理欄	<input type="checkbox"/> 登錄宿舍管理系統	<input type="checkbox"/> 退宿費：全額、2/3、1/3、不退	<input type="checkbox"/> 退住宿保證金 _____
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宿舍承辦人：	生活輔導組長：	學務長：
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T0 : Student Life Guidance Section

退離宿流程/Procedure for moving out of the dorms :

學期中：宿舍舍監檢查寢室→三天內至生輔組(行政中心 2 樓)辦理退費(持本表)

Mid-semester : Dorm Management (to inspect the room) → Student Life Guidance Section (on the 2nd floor of KSU Administration Building, within 3 days of inspection bring this form to process your exit record)

學期末：持「退離宿暨退還「住宿保證金」申請表」→ 宿舍服務台(檢查寢室)

End of the semester : Please take the "Application for Leaving the Dorm/Deposit Return" to the Dormitory service counter (to inspect the room)
註：由生輔組造冊匯入同學上傳學校網頁 MY. KSU/銀行帳戶管理系統登記之帳戶。

Note: The refund will be deposited directly into the students' bank account (as registered in the student information file) by Student Life Guidance Section.