

Rules for the Dormitory Application Procedure

Implemented after revision by Student Affairs Meeting on 8 June 2006

Article 1 Purpose

These rules are established for the purpose of establishing a management organization for student dormitories, management guidelines for dormitory application, move-in approval, application for departure from dormitories, living within the dormitory, group order, maintenance of public property and evaluation with reward and discipline in order for students of our school to develop the self-governance spirit in their life living in school.

Article 2 Organization of Dormitory Assistance Division

1. Pursuant to the Principal's order and under the direction of the Student Affairs Director and Military Training Director, the Student Affairs Department has established the rules for dormitory application, assisting students with living, implementing student school living application investigations and allocation and performance supervision and evaluation.
2. The General Affairs Department should be responsible for the equipment of the student dormitory, repair and maintenance, property management, supply of water and electricity and environmental beautification.
3. The student dormitory will have Dormitory Duty Drillmasters and Dormitory Assistance Drillmasters to be jointly responsible for overall dormitory assistance matters. (See attachment for student assistance organization)
4. The student dormitory will have self-governing leaders to accept directions from the Dormitory Assistance Drillmasters and the Living Assistance Division. There are currently three student dormitories – Huei Chi Building, Lang Sing Building and Downtown Dormitory. Each dormitory has one Dormitory Manager and each floor has one Floor Manager.
5. For dormitory leaders, the Dormitory Manager shall be elected by the Dormitory Assistance Drillmasters. The Floor Manager shall be elected by the General Drillmaster, Head of Living Assistance Division, Dormitory Assistance Drillmaster and senior dormitory leaders. The leaders shall serve terms of one year each. The duties of the dormitory leaders are shown in Attachment 2.

Article 3 Application, Approval and Allocation of Dormitory

I. Application Qualification:

1. Students who are not in the executive program and who actually live and have household registrations in areas to the south of Taoyuan County (inclusive), to the east of Yilan County (inclusive) and remote

areas of Taipei County such as Wanli, Jingshan, Shiding, Ruifang, Pingsi, Pingling, Gongliao, Wulai, Sansia, Sanchi and Shimen.

2. Any student who changes household registration for the purpose of school lodging, the application qualification shall be cancelled after it is investigated and confirmed that the student does not live in the place of his household registration.

II. Guarantee of Lodging Qualification:

1. Any new student who meets the conditions under paragraph 1, students in year 2 of 4-year technical programs, student from low-income families, self-governing dormitory leaders, overseas Chinese students, foreign students or any student with the Principal's approval due to physical handicap or special difficulties shall be guaranteed a lodging qualification.
2. Any remaining bed units will be available for application by other students meeting the qualifications and allocation shall be done by lot drawing.
3. The percentage of bed units for male students and graduate students and their lodging area shall be planned on a yearly basis and reasonably adjusted by the Student Assistance Division according to the expected number of bed units based on the number of applicants in the previous year.
4. The order of priority for lot drawing for the waitlist of bed units is:
 - (1) Students in year 2 of the 2-year technical program and students in years 3 and 4 in the 4-year technical program.
 - (2) Students who have not graduated due to studies in the 2-year and 4-year technical program.
 - (3) Other students with deferred graduation.

The above students should meet the application qualification under paragraph 1.

III. Lodging Application

1. Existing Students: Application, form submission and review for school lodging applications start during the 11th week of the second semester of the previous school year. Lot drawing procedure shall be carried out to determine the lodging list. The details shall be based on the processing standards published by the school.
2. New Students: After admission is decided, the school lodging application will be sent together with the notice of admission. The approval and allocation will be published before the school start date.
3. During summer and winter vacations, the student dormitory is only provided to students whose lodging has been approved and allocated. Any lodging due to practical program, internship inside the school, community activity, ball team or overseas Chinese status should be subject to centralized

application to be filed by the relevant administrative division. The application shall be filed three weeks before the end of the semester.

4. After the student files a dormitory application form, the Dormitory Assistance Drillmaster shall carry out an initial review of the qualification. The floor and bed unit arrangements shall be published for all applications before the final examination. Bed units may not be switched, occupied without authorization or transferred to other persons without approval.

Article 4 Moving-In, Departure and Cancellation of Lodging

1. After a student moves into the dormitory, he/she shall be responsible for the safekeeping of the allocated public property. In case of any improper use, causing any damage or loss, the student shall compensate the cost.
2. The dormitory shall open for move-in one day before the start of school (internship or community events) and shall be cleaned up and closed in the morning of the day following the end of the semester (internship or community event).
3. After lodging applications are approved and allocated, if lodging should be cancelled due to any reason before the end of the full semester, a written report should be filed with the Dormitory Assistance Drillmaster before moving out.
4. After a student withdraws from school or is suspended with cancellation of lodging rights, the student shall move out of the dormitory and return the borrowed public property and the key within 2 days from receipt of the notice. Any damage to any public property shall be compensated. Any violation will be handled in accordance with the rules of the school.
5. Graduating students should move out of the dormitory at the same time on graduation day in accordance with the school departure procedure.
6. When students live in the school to perform internships during winter or summer vacation, community events or longer vacation periods, in order to ensure safety and caring, the Dormitory Assistance Drillmasters may be centralized in the bedrooms of the same floor. The same shall be applicable during the annual year-end event of the General Affairs Department. Students in the dormitory may not use any excuse to refusal to move.
7. The lodging fee is calculated on a semester basis. For any lodging needs for graduating students up to the graduation day, internships during winter and summer vacations, community events or other reasons, unless an application is filed and approved to waive the fee, students shall only move in after payment of lodging fees to the cashier division. The minimum period is one week. Any period

shorter than one week shall be calculated as one week. Fees shall be paid before moving in. Otherwise students shall not be allowed to live in school.

Article 5 Student Application for Lodging Cancellation and Fee Reimbursement

1. Student applications for school lodging should be filed three weeks before the end of the previous semester. Applications after the deadline will not be accepted. Special cases will be processed after approval by the Student Affairs Director.
2. If any application is filed to cancel lodging for special reasons, the procedure of cancellation shall be completed one week before school starts in person or by registered mail (based on postal stamp). If the cancellation is due to any unexpected family matter, proof shall be provided.
3. If due to any internship, and the application cannot be filed within the deadline, the application may be filed within one week after school starts with proof of industry-education cooperation.
4. The standards for lodging fee reimbursement applications are as follows:
 - (1) Withdrawal or Suspension (letter from Ministry of Education Tai-1993-Gao-Zhi No. 022594):
 - ⊙ All lodging fees will be returned if the application for withdrawal or suspension is filed before school starts.
 - ⊙ If the application for withdrawal or suspension is filed before 1/3 of the semester after school starts, 2/3 of the lodging fee paid shall be returned.
 - ⊙ If the application for withdrawal or suspension is filed after 1/3 but before 2/3 of the semester after school starts, 1/3 of the lodging fee paid shall be returned.
 - (2) Remaining Students:
 - ⊙ If the application for cancellation is filed one week before school start date, the lodging fee paid will be returned in full.
 - ⊙ If the application for cancellation is filed within week before the school start date (including on the school start date), 1/2 of the lodging fee paid will be returned.
 - ⊙ If the application for cancellation is filed within one month from the week following the school start date, 1/3 of the lodging fee paid will be returned. If the application is filed after one month after school starts, the lodging fee will not be returned.

Article 6 Rules for Lodging Fees for Waitlisted Students during Semester

1. The full fee is payable if lodging is provided within 1 month from school start date. 2/3 of the lodging fee is payable if lodging is provided before 1/3 of the semester after school starts. 1/2 of the lodging fee is payable if lodging is provided before 2/3 of the semester after school starts.

(The start and end dates of a semester: school start date and final day of final exam)

2. These rules are implemented after its revisions are approved by the Student Affairs Meeting on 8 June 2006.