

# 學生宿舍退宿檢查表 Student Dormitory Check-out Form

年 月 日

|                                                                                                                                                                                                                                                                                                                                               |  |                                |                                                                                                                                                                                                                                                                                |                  |            |            |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|------------|--|
| 寢室號碼<br>Room No.                                                                                                                                                                                                                                                                                                                              |  | 系所<br>Department               |                                                                                                                                                                                                                                                                                | 學號<br>Student ID |            | 姓名<br>Name |  |
| 檢 查 項 目 Checklist                                                                                                                                                                                                                                                                                                                             |  |                                | 檢 查 結 果 Result                                                                                                                                                                                                                                                                 |                  |            |            |  |
| 寢室內清潔檢查<br>Indoor Cleanliness                                                                                                                                                                                                                                                                                                                 |  |                                | 1. 清潔打掃 Cleanliness<br><input type="checkbox"/> 已完成 Completed<br><input type="checkbox"/> 未完成 Incomplete<br>未完成情況 Situation :                                                                                                                                                  |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                | 2. 個人物品或垃圾 Personal Belongings and Trash<br><input type="checkbox"/> 已清空 Completed<br><input type="checkbox"/> 未清空 Incomplete<br>未完成情況 Situation :                                                                                                                             |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                | 3. 浴室、廁所、陽台清潔打掃 Bathroom, Toilet or Balcony<br><input type="checkbox"/> 已完成 Completed<br><input type="checkbox"/> 未完成 Incomplete<br>未完成情況 Situation :                                                                                                                          |                  |            |            |  |
| 寢室內設備檢查<br>Indoor Equipment                                                                                                                                                                                                                                                                                                                   |  |                                | 各項設備妥善情況 Equipment's Condition<br><input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 損壞 Damaged<br>損壞情況 Situation :                                                                                                                                                |                  |            |            |  |
| 備註 Remark : (必填 Must Fill)<br><br><input type="checkbox"/> 畢業 Graduated<br><br><input type="checkbox"/> 休學 Suspension<br><br><input type="checkbox"/> 退學 Withdrawal<br><br><input type="checkbox"/> 住外面 Off-campus Housing<br><br><br>期中退宿合辦:<br><input type="checkbox"/> 住外面 Off-campus Housing<br><br><input type="checkbox"/> 已填學期中退宿退費申辦單 |  | 領、借用物品 Items<br>(必填 Must Fill) | 1. 鑰匙 Key<br><input type="checkbox"/> 已繳還 Has been returned<br><input type="checkbox"/> 未繳還 Not returned<br>於保證金中扣繳 20 元/ 20NTD will be deducted from the deposit                                                                                                              |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                | 2. 臨時卡 Temporary Card ( 押證需簽名還證 )<br><input type="checkbox"/> 未借用 Not borrowed<br><input type="checkbox"/> 已繳還 Has been returned 卡號 card no : _____<br><input type="checkbox"/> 未繳還 Not returned 卡號 card no : _____<br>於保證金中扣繳 200 元/ 200NTD will be deducted from the deposit |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                | 3. 電力卡 Electric Card<br><input type="checkbox"/> 繳還 Has been returned 卡號 card no : _____<br><input type="checkbox"/> 未繳還 Not returned 卡號 card no : _____<br>於保證金中扣繳 100 元、餘額不退還/ 100NTD will be deducted from the deposit, the balance will not refund                         |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                | 電卡卡號 Electric Card No                                                                                                                                                                                                                                                          |                  | 餘額 Balance |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                |                                                                                                                                                                                                                                                                                |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                |                                                                                                                                                                                                                                                                                |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  |                                |                                                                                                                                                                                                                                                                                |                  |            |            |  |
|                                                                                                                                                                                                                                                                                                                                               |  | 總額 Total                       |                                                                                                                                                                                                                                                                                |                  |            |            |  |

(必填 Must Fill) 退宿人簽名 Student's Name :

檢查人簽名 Officer's Sign :

附註 :

一、依據學生事務會議通過：退宿時寢室內未清潔之「清潔費」每人 300 元，於住宿保證金中扣繳。

二、退宿時寢室內浴室、廁所、陽台未清潔者，扣繳「清潔費」150 元。

三、退宿時個人床位、書桌區域遺留物品、垃圾者，扣繳「清潔費」150 元。

Note:

1. According to the student affairs conference, a cleaning fee of 300NTD per person will be deducted from your accommodation deposit if you don't clean your room before you check out.

2. For those who don't clean the bathroom, toilet or balcony before check out, a cleaning fee of 150NTD will be deducted.

3. If you left personal belongings and trash in your bed and desk area when you check out, a cleaning fee of 150NTD will be deducted.