

國立中正大學寒暑假學生宿舍管理要點

Guidelines for the Management of Student Dormitories During Winter and Summer Vacations at National Chung Cheng University

83 年 1 月 19 日訓育委員會 84 年 12 月 11 日學生事務會議修正
Revised at the Moral Education Committee on January 19, 1994, and amended at the Student Affairs Meeting on December 11, 1995

85 年 1 月 23 日學生事務會議修正 86 年 12 月 5 日學生事務會議修正
Revised at the Student Affairs Meeting on January 23, 1996, and amended at the Student Affairs Meeting on December 5, 1997

87 年 10 月 23 日學生事務會議修正 90 年 12 月 26 日學生事務會議修正
Revised at the Student Affairs Meeting on October 23, 1998, and amended at the Student Affairs Meeting on December 26, 2001

91 年 3 月 13 日學生事務會議修正 92 年 4 月 22 日學生事務會議修正
Revised at the Student Affairs Committee Meeting on March 13, 2002, and further revised at the Student Affairs Committee Meeting on April 22, 2003.

97 年 12 月 30 日學生事務會議修正 98 年 12 月 7 日學生事務會議修正
Revised at the Student Affairs Committee Meeting on December 30, 2008, and further revised at the Student Affairs Committee Meeting on December 7, 2009.

103 年 4 月 24 日學生事務會議修正 114年6月3日學生事務會議修正
Amended at the Student Affairs Conference on April 24, 2014; amended at the Student Affairs Conference on June 3, 2025

一、國立中正大學(以下簡稱本校)為規範寒暑假期間，學生宿舍之住宿申請、管理、收費等事宜，特訂定寒暑假學生宿舍管理要點(以下簡稱本要點)。

I. National Chung Cheng University (hereinafter referred to as the "University") establishes these Guidelines for Winter and Summer Vacation Student Dormitory Management (hereinafter referred to as the "Guidelines") to regulate matters related to accommodation applications, management, and fee collection for student dormitories during winter and summer vacations.

二、學生宿舍之修繕，以利用寒暑假為原則，修繕以外之時間得接受學生住宿之申請。

II. Renovations of student dormitories shall, in principle, be carried out during winter and summer vacations. Applications for student accommodation may be accepted at times other than those designated for renovations.

三、本校學生於寒暑假期間申請住宿學生宿舍，應依左列規定辦理：

3. Students who apply for accommodation in the student dormitories during winter and summer vacations must comply with the following regulations:

(一)資格限制：本校在學學生。

(1) Eligibility Criteria: Currently enrolled students of the university.

(二)申請手續：

(2) Application Procedure:

1. 住宿生：依公告期限本組提出申請，經本組核可後安排床位。

1. Current Residents: Apply to this office within the announced deadline. After approval by this office, bed assignments will be arranged.

2. 非住宿生：依公告說明向本組提出申請，由本組依床位狀況決定准否。

2. Non-resident students: Submit applications to this division in accordance with the announced instructions. Approval will be determined by this division based on bed availability.

四、校內、外學生社團或其他學術團體於寒暑假期間申請借住學生宿舍，悉依下列規定辦理。

IV. Student clubs or other academic groups applying to stay in student dormitories during winter and summer vacations must comply with the following regulations.

(一)每年五月及十二月公告受理申請，依申請先後順序排定。逾時申請或申請床位後又辦理退宿者，個人加收手續費 100 元，學生社團(或團

體)、校隊、營隊加收手續費 500 元。

(1) Applications are accepted annually in May and December, and are processed in the order of receipt. Late applications or cancellations after securing a bed will incur a handling fee of 100 NTD for individuals, and 500 NTD for student clubs (or groups), university teams, or camps.

(二)各借住團體負責人必須隨隊住宿，負責安全管理。

(2) The person in charge of each borrowing group must stay on-site with the team to ensure safety management.

(三)每項活動結束後，必須將宿舍各項設施完善繳回，如有損壞(遺失)照價賠償。

(3) Upon completion of each activity, all dormitory facilities must be properly returned. Any damage or loss will be compensated at the market price.

五、寒暑假住宿，本校學生依下列標準收(退)費：

V. For accommodation during winter and summer vacations, students of this university shall be charged (or refunded) according to the following standards:

(一)暑假：

(1) Summer Vacation:

1. 申請全期住宿者，依全學期住宿費的百分之四十收費。

1. Those who apply for the full period of accommodation shall be charged forty percent of the full semester accommodation fee.

2. 每年以 7 月 31 日為分界，區分前、後兩期。申請前期或後期住宿者，依全學期住宿費的百分之廿五收費。

2. Each year is divided into two periods, with July 31 as the cutoff. Applicants staying for either the first or second period will be charged 25% of the full-semester accommodation fee.

3. 各期零星天數依每日碩博士班宿舍 110 元、學士班宿舍 130 元計費，然繳費總額以全期收費為上限。

3. For each period's fractional days, fees are calculated at 110 yuan per day for graduate student dormitories and 130 yuan per day for undergraduate dormitories, but the total payment shall not exceed the full-period fee.

(二) 寒假：依全學期住宿費的百分之十五收費。

(2) Winter Break: Charged at fifteen percent of the full semester accommodation fee.

(三) 寒暑假收費計費，均採四捨五入方式，以百元為單位。

(3) For fee calculations during winter and summer breaks, rounding is applied, with charges rounded to the nearest hundred dollars.

(四) 校內外團體住宿學生宿舍，以主辦者身份認定，本校主辦者，每人每日收費130元，非本校主辦者，本校師生每人每日收費130元，外校人士每人每日收費240元。住宿費用於活動前一週繳納完竣，活動開始後如有差額，不予退費；如實際住宿人數超過繳費人數應補足差額；因天災等不可抗力因素取消活動始得退費。

(4) For group accommodations in student dormitories, whether organized by on-campus or off-campus entities, the fee is determined based on the organizer. For events organized by our university, the fee is 130 yuan per person per day. For events not organized by our university, the fee for our university's faculty and students is 130 yuan per person per day, while non-university individuals are charged 240 yuan per person per day. Accommodation fees must be paid in full one week before the event. If there is a discrepancy after the event starts, no refund will be issued. If the actual number of occupants exceeds the number paid for, the difference must be covered. Refunds are only available if the event is canceled due to force majeure factors such as natural disasters.

(五) 寒暑假期間實施集訓之運動校隊、參加全國性競賽之社團，須取得體育中心主任證明或課外活動組組長證明，向學生事務處生活事務組提出申請，於集訓期間不予收費，但須繳納保證金。若有轉讓床位、放置行李未住宿或申請床位不住宿等行為者，除依規定處理外，並接收

費標準收費。

(5) During winter and summer vacations, university sports teams undergoing training and student clubs participating in national competitions must obtain proof from the Director of the Sports Center or the Head of the Extracurricular Activities Division and submit an application to the Student Affairs Division of the Student Affairs Office. No fee will be charged during the training period, but a deposit must be paid. If there are actions such as transferring beds, storing luggage without staying, or applying for a bed but not staying, in addition to handling according to regulations, fees will be charged according to the standard rates.

(六)退費：暑假前期或後期或寒假期間，住宿超過 15 日者，不退費；住宿不滿15 日者，計算該期間已住宿之天數，以零星住宿收費金額，扣減已繳交之住宿費，餘額退費。

(6) Refunds: During the first or second half of the summer vacation or the winter vacation, if the stay exceeds 15 days, no refund will be issued. If the stay is less than 15 days, the number of days stayed during that period will be calculated based on the fractional accommodation fee, deducted from the paid accommodation fee, and the remaining balance will be refunded.

六、為安全起見，得由學生事務處重新安排住宿寢室。

6. For safety reasons, the Office of Student Affairs may rearrange the accommodation dormitory.

七、經本校錄取而未註冊之研究生，經所屬研究所主管簽證者，得比照已註冊之研究生申請暑假住宿，其申請手續及收費，按本要點第三及第五條規定辦理。

VII. Graduate students who have been admitted by the university but have not yet registered may apply for summer accommodation in accordance with registered graduate students, provided that their application is certified by the head of their respective graduate institute. The application procedures and fees shall be handled in accordance with Articles 3 and 5 of these guidelines.

八、研究所應屆畢業同學，若因口試過後基於論文修改之需要，得申請延期住宿。其收費比照本要點第五條之標準計算。

VIII. Current-year graduating graduate students may apply for extended accommodation if thesis revisions are required after the oral defense. The fees shall be calculated according to the standards stipulated in Article 5 of these guidelines.

九、凡未經核准及未繳費而住宿者，一經發現，除必須補辦申請、補繳全額宿費外，並應加課應繳宿費百分之五十之罰金，並取消其爾後之住宿資格。

IX. Any individuals found to be staying in accommodation without approval or without paying the required fees must complete the application process retroactively and pay the full accommodation fee. Additionally, they shall be subject to a penalty equivalent to 50% of the owed accommodation fee and shall be disqualified from future accommodation eligibility.

十、本要點如有未盡宜，悉依本校其他學生宿舍管理之相關規定辦理。

10. Matters not covered herein shall be handled in accordance with other relevant regulations of the university concerning student dormitory management.

十一、本要點經學生事務會議審議通過，陳請校長核定後實施。

Eleventh: These points shall be implemented after being reviewed and passed by the Student Affairs Committee and approved by the President.