

# National Chin-Yi University of Technology 113th Academic Year First Semester Student Dormitory Winter Break (Chinese New Year) International Student Departure Guidelines.

## 1. Winter Break (Chinese New Year) Period:

- The student dormitory will conduct room repairs and environmental sanitation.
- Roll call will be held as usual every night, and students must return to the dormitory by 11:00 PM at the latest. **No late returns due to part-time jobs.**
- Roll call will be held every night, and normal schedules will be followed. Please adhere to the dormitory rules.

## 2. Unified Departure for International Students:

- Dates: January 10, 2025 (Friday) to January 12, 2025 (Sunday).
- Time: From 8:00 AM to 10:00 PM.
- On the "day of departure" from the dormitory, please contact your floor manager to inspect your room and return your access card (if you are the last person leaving, also return the room's power card) and keys. After the inspection and confirmation, please sign before you can leave.
- ★ Please do not go directly to the management office without contacting your floor manager first.
- ★ If you borrowed a network cable from the student dormitory, please return it.  
Any loss or damage must be compensated at the original price.

## 3. Room Inspection Standards:

- Any lost, damaged, or mismatched original dormitory furnishings must be compensated at the original price
- Other items must be returned to their original location and not be moved arbitrarily.
- All personal items must be taken with you. Nothing should be left in the room, and all areas must be cleaned.
- If you have laundry drying in the laundry area, please retrieve it.
- Close the room windows, draw the curtains, and ensure the toilet lid is closed.
- ★ If you are the last person leaving the dormitory, ensure that the room meets the inspection standards. If the room is messy or items are damaged, the dormitory reserves the right to ask a cleaning company for an estimate and require you and your roommates to share the repair costs.

## 4. Dormitory Refrigerators:

- All dormitory refrigerators will be emptied and unplugged at 10:00 PM on January 9, 2025 (Thursday).
- If you have food or items inside, please remember to retrieve them.

■ Anything left behind will be discarded by the dormitory.

★ After 10:00 PM on January 9, the refrigerators will not be powered on again.

5. Application for Winter Break Extended Stay for International Students (Semester 113-1):

■ Application Regulations: Starting from January 13, 2025 (Monday), students can stay in the dormitory continuously without leaving in between.

■ If you stay in the dormitory for 1 - 21 nights, the accommodation fee is NT\$100 per person per day.

■ If you stay in the dormitory for more than 21 nights, the fee is calculated as a quarter of the full semester's accommodation fee, totaling NT\$2,475 per person.

■ The internet usage fee is NT\$25 for 1 - 15 days, NT\$50 for 16 - 30 days, and NT\$75 for 31 - 45 days.

■ Air conditioning in the dormitory is based on user payment. Before leaving the dorm, the management office will issue a payment bill.

■ If you have booked a flight and plan to continue studying at the university, it is recommended that you place your valuables securely in your luggage and take them home. Other items should be stored in your drawer or wardrobe and locked. Any cleaning tools you purchased should be placed in the balcony. Please ensure that all "valuables" are taken with you as the dormitory is not responsible for their safekeeping.

★ Before leaving the dormitory, you must follow the procedures outlined in point 2.

6. How to Apply for Winter Break Extended Stay and Payment Methods:

■ The floor manager will conduct a survey during roll call. Please think carefully before registering to avoid any mistakes.

■ Registration Dates: From today until the end of roll call on December 31, 2024 (Tuesday).

■ Payment Method: The floor manager will provide a list of registered students to the dormitory manager, who will forward the list to the International Office. Your mentor will contact you. Due to the large number of international students, payments will be handled as follows:

● For class-based groups (e.g., Haiching class, Vietnamese class), payments will be made to the person designated by the mentor.

● For exchange students or other residents, a separate payment bill will be issued to the mentor, who will contact you or you can visit the International Office.

● The student dormitory management office cannot accept payments.

▲ Important: If you have already paid and the International Office has submitted the payment to the university cashier, but you need to cancel your stay or leave early, we regret that we cannot process refunds.

Please make sure you carefully consider before registering with the floor manager.

★Please do not inquire about winter break accommodation at the management office.

Instead, ask your floor manager first to avoid disrupting administrative work.

7. Unified Dormitory Check-in Date and Time for the Second Semester of 113 Academic Year:

- The check-in date for the second semester of the 113 academic year will be from February 15, 2025 (Saturday) to February 16, 2025 (Sunday).

Check-in time	Important notes	Remarks
February 15, 2025 (Saturday)  08:00   22:00	<ol style="list-style-type: none"> <li>1. If there are any changes to the early check-in date for the dormitory, we will announce it on the school's homepage.</li> <li>2. The accommodation fee for the second semester of the 113th academic year will start from February 17, 2025 (Monday).</li> <li>3. The management office will give your accommodation fee payment slip for the second semester of the 113th academic year to your mentor.</li> </ol>	If you have any questions, please contact your mentor and floor manager first.
February 16, 2025 (Sunday)  08:00   22:00	<p>Please ensure payment is completed by the specified date. If you encounter any difficulties, please contact your mentor.</p> <ol style="list-style-type: none"> <li>4. After making the payment, be sure to provide a copy of the payment proof to your floor manager for photo documentation.</li> <li>5. If you are unable to check into the dormitory between February 15, 2025 (Saturday) and February 16, 2025 (Sunday), please contact your mentor and floor manager.</li> </ol>	

8. Please pay special attention to the above announcements and comply with the procedures.

In the event of major incidents or natural disasters or other uncontrollable factors during the check-in or check-out period, adjustments will be made according to the announcements from the Directorate-General of Personnel Administration and local government. If you have any questions, please contact your mentor or floor manager. Thank you for your cooperation.

Student Dormitory, Notice