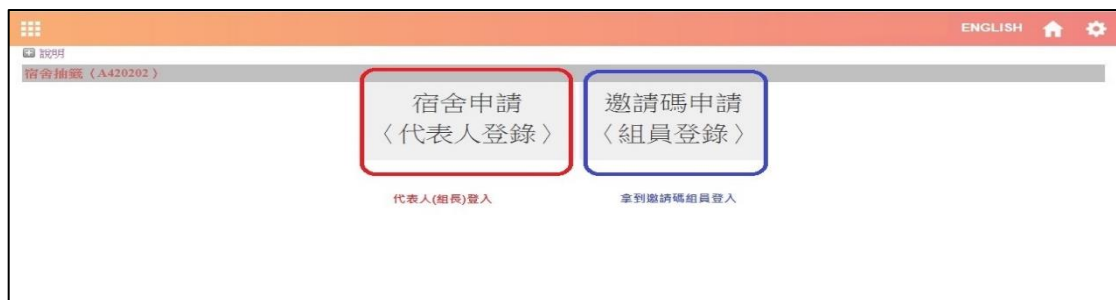


福星校區家庭式宿舍網路申請說明

一、登入逢甲人資訊入口網 MyFCU-校園生活-住宿-學舍抽籤申請



二、以戶為申請單位，由一位代表人先網路登記，選擇「宿舍申請(代表人登錄)」進入申請系統取得邀請碼提供給組員，組員再登入申請系統「邀請碼申請(組員登錄)」。



三、進入宿舍申請畫面，同意申請規定及生活公約

(一) 申請公告



ENGLISH

四、申請方式:

(一)四人、五人及六人家庭式宿舍以組為申請單位，申請者請自行填寫並蓋章，金組先由代表人線上登記後提供邀請碼給其他組員，組員再登錄系統完成申請動作，請代表人於申請時將所有成員名單及金組上蓋章，宿舍編成後將金組上蓋章，將編成後金組申請取消抽籤資格。

(二)個人宿舍(含)一組抽籤，其每一組僅能登記一種房型選擇，不得重複登記(例如金組已登記四人家庭式宿舍，不得再登記五人或六人家庭式宿舍)，請勿找人代為抽籤，一經發現將取消抽籤資格及住宿資格。

(三)如有其他特殊需求，請至住宿服務中心辦公室洽詢(04-2451-7250分機87004)

五、重要說明《務必詳讀並同意再行申請》

(一)申請組已登記109學年度學生宿舍住宿、「台灣學園小家庭租房優惠方案」及「翰林學園優惠房」，切勿申請宿舍家庭式宿舍抽籤，如有重複登記者，視為無效登記，將取消抽籤資格。

(二)簽約書一旦簽署將不再受理床位取消及退費事宜，亦不得重複申請其他宿舍床位，一經發現將取消申請及抽籤資格。

(三)開學前宿舍抽籤前，請先向宿舍管理處查詢，並說明各項費用及規定。

(四)申請核准分配宿舍床位者，應住滿學年(分上、下學期)二次繳費，每人在學期繳交6個月租金，學年中申請退宿者，不得要求退還住宿費及保證金。

(五)住宿期間：2020年9月1日上午9時至2021年8月20日中午12時止。

(六)學生如有學期中因健康因素(重大傷病、嚴重傷殘、過學及罹患傳染病、具攻擊性精神疾病等)申請退宿者，經住宿服務中心核准後，轉准予依學校學雜費退費標準辦理退宿退費(保證金不退)外，其他原因辦理退宿，其繳納之住宿費一律不退費。

(七)若學期期間室友友管理休學或退宿者，請自行尋覓室友友，否則將分攤該戶住宿費用，若未能於新學年開始前完成室友友，將取消該戶住宿資格。

(八)如有休學轉學、出國交換、外地實習計畫，或其他事由可能中途退宿同學，切勿申請宿舍，以免影響室友友之權益。

(九)住宿學生應遵守學生宿舍管理生活公約，配合住宿服務中心輔導管理方式，無違配合同學請勿申請學生宿舍，若設施、環境保持良好，且該戶未有違規紀錄，可優先享有下學年續住資格。

(十)經核准退宿者應備備：住宿期間無續住時，續住宿舍租金戶同時辦理退宿結案。

(十一)未中籤者(含候補者)可繼續參加4月中旬辦理的「109學年度租屋區學年單人、雙人、四人宿舍住宿申請」。

(十二)學舍各類房型、設備與住宿費介紹請至住宿服務中心官網(<http://www.shs.tcu.edu.tw>)查詢。

(十三)宿舍費、保證金如有調整，則依109學年度公告之住宿費標準收費。

(十四)畢業同學不得以109學年6月已畢業要求辦理7、8月各項費用退費。

(十五)宿舍管理單位統一由住宿服務中心排定，若有特殊需求請於中籤後告知，請於9月20日後自行登錄MY FCU端甲人員訊息入口網查詢，列別進住確切單。

所有項目皆同意才可進行申請

同意:電腦隨機抽籤並由住宿服務中心編排床位

同意:已明確瞭解並同意上述住宿規定

確定

(二) 生活公約

ENGLISH

說明

宿舍抽籤 (A420202)

組長、增甲學舍學生生活公約

為維護宿舍環境、安全及良好生活品質，住宿生於住宿期間應遵守下列宿舍相關約定，如有違規以記點方式處理，並採累加制，每扣點累積滿10點，將於住宿服務中心會議決議，如必要得強制退宿且其不該退宿學期住宿費及保證金，並取消下學年申請續住資格。

宿舍退出管理

序次	說明	違規扣點
1	嚴禁自行帶危險及非住生進入宿舍(包含樓層公共空間及樓室內)，如有需求請至服務台訪客登記(嚴禁不備登記狀態)，續約登記者亦應於22:00前離開，非該戶(或室友)住生亦不得帶入及過夜。	10點
2	宿舍內及公共空間禁止吸菸，住宿生應將菸蒂放入指定菸灰桶內，不得將菸灰、菸蒂、菸盒帶入他人宿舍，亦不得將菸灰、菸蒂帶入公共區域。	5點
3	宿舍大門關閉期間(24:00-06:00)，住宿生應於宿舍大門前卡進出，不得拒絕配合警衛查驗登記及登記住宿生身份。	5點

宿舍安全規定

序次	說明	違規扣點
1	住宿生如發現宿舍床位請速向住宿服務中心回報，未經核准不得私自更換床位，亦不得讓他人入住、或排外他人入住。	10點
2	不得穿高跟鞋、皮(假)鞋、門鞋、拖鞋、襪子、拖鞋(包含攜帶拖鞋及拖鞋)、賭博、檯球、於公共空間嬉戲、尋仇及違法行為。	10點
3	禁止於視聽上從事不雅之行為或違反學校規章之規範，亦不得散播不實傳言。	10點
4	不得攜帶及存放危險物品、破壞公物(如價值物外，同時進行違規扣點)及其他違法行為。	10點
5	不得攜帶煙火、鞭炮、空氣槍、螢火、烤肉用品、等，亦不得從事螢火、烤肉、燒烤物品...等破壞宿舍宿舍安全之行為及活動。	5點
6	禁止擅自進入宿舍區頂樓及鄰區閣樓(門窗)。	5點
7	不得任意使用(移動)校園內監視設備、緊急出口及無故開關滅火、急救警報按鈕。	5點

ENGLISH

1 06:00為宿舍安靜時間，續住生應於24:00-06:00請勿喧嘩於宿舍區各公共空間。 5點

2 嚴禁於宿舍區內飼養各種昆蟲、動物及水生物種。 5點

3 未經許可宿舍不得從事政治、宗教或團體活動。 5點

宿舍及公共空間抽籤

序次	說明	違規扣點
1	嚴禁於房內、樓道及校園內所有非吸菸區吸菸。	5點
2	不可隨地擲、帶走、衛生紙、紙屑、糞便、剩餘、剩餘人異體、洗手台、洗臉盆、水槽、花盆、儲水器等，如造成損壞應負維修費用。	5點
3	垃圾應先行資源分類，並於規定時間置於宿舍區之垃圾區、資源回收區，嚴禁置於樓梯間、天台及陽台，亦不得任意棄置於公共區域。	5點
4	保持宿舍區、戶內公共空間及個人房內清潔，繼續應遵守各項使用設備，不得任意移動、損壞。	3點
5	不得任意搬動大門、房門鎖室門卡及鑰匙，如有損壞應速向住宿服務中心回報。	3點
6	未經核准宿舍區公共空間禁止任意堆積衣物、被單或衣物等，如物品放置超過3日，將視為廢棄物處理。	3點
7	房內衣櫃管理禁止掛曬衣物、被單或物品，以免管線線路，於宿舍區衣物及被單不得有脫外部顯露。	3點
8	房內、樓道內外不得張貼塗鴉、海報、文宣、旗幟...等物品以處理損壞。	3點

訪視與設備檢核

序次	說明	違規扣點
1	為維護安全及監測之住宿環境，輔導老師及宿舍幹部、教員應有初級巡視與檢核宿舍之權利，住宿生不得拒絕。	10點
2	宿舍管理處及設備檢核應進行檢核、修繕之必要時，檢核人員、宿舍幹部或宿舍幹部、教員得進入房內，住宿生應配合。	無
3	為維護校園治安安全及保障全體住宿生之權益，宿舍(住生)未於期限內完成檢核檢查者，檢核紀錄將列入宿舍紀錄，相關行政費用由宿舍自理負擔。	無
4	學生入住宿舍後辦理休學等事，請於休學手續完成後，七日內至住宿服務中心完成退宿。	無

本人已詳細閱讀瞭解，並同意遵守上述住宿公約，若有違反，同意依相關規定處理。

同意

四、選填志願，至多 2 個志願

ENGLISH

說明

宿舍抽籤 (A420202)

返回

組長：許 ○ ○ <男>

宿舍申請

申請人數

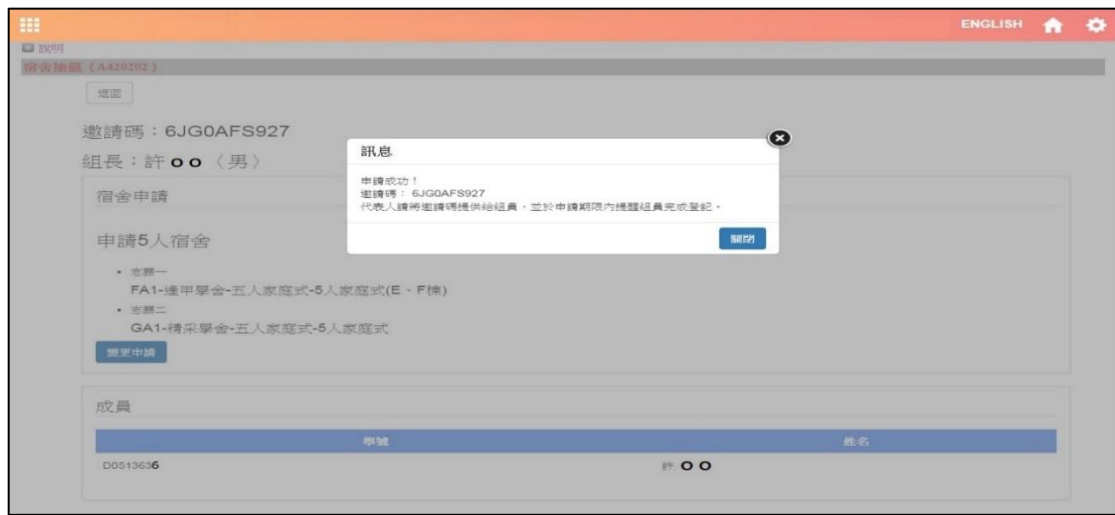
志願一

FA1-增甲學舍-五人家庭式-5人家庭式(E、F棟)
GA1-增甲學舍-五人家庭式-6人家庭式

退出申請

成員

序號	姓名
尚無成員	



五、組員網路申請，填入邀請碼，與代表人組隊

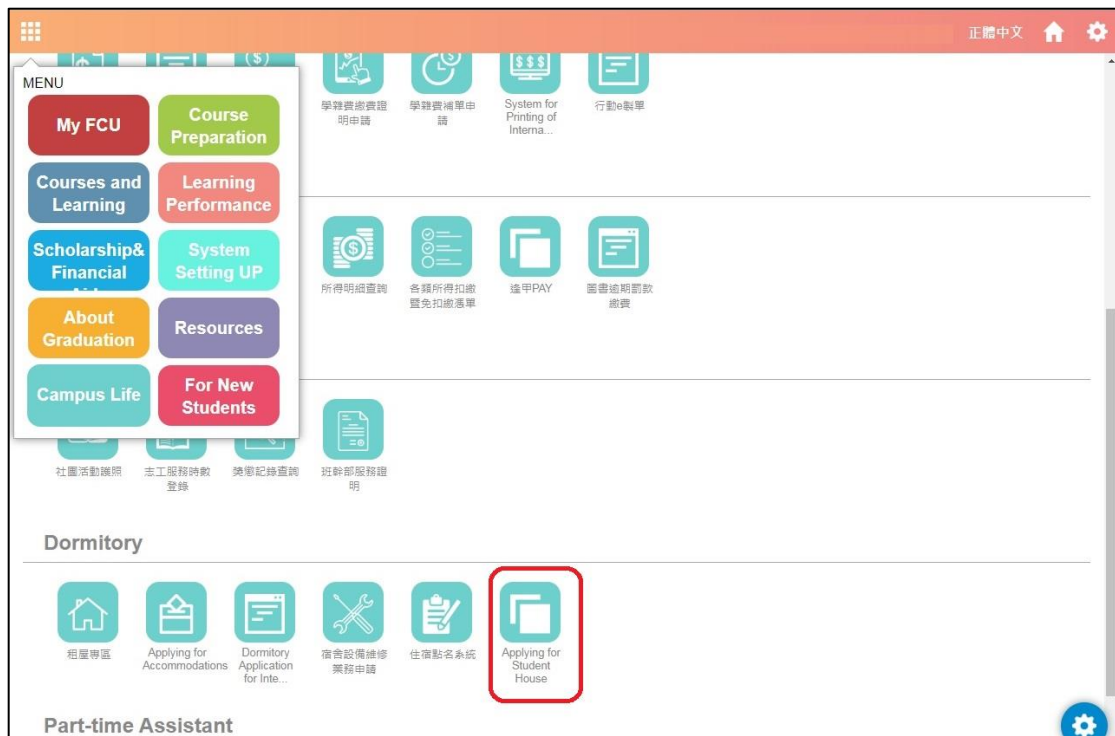


六、抽籤結果查詢

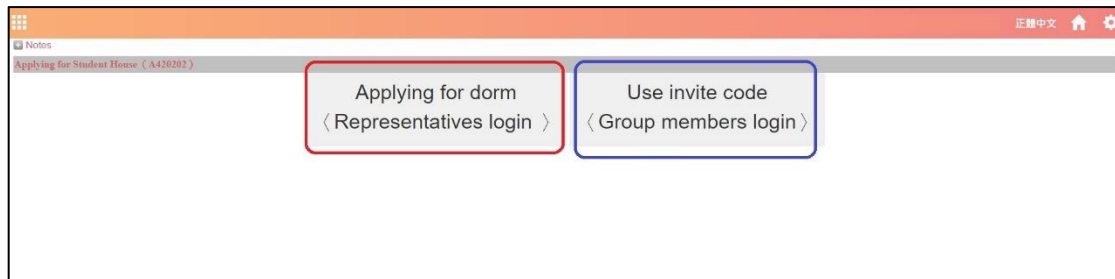
再次登入逢甲人資訊入口網 MyFCU-校園生活-住宿-學舍抽籤申請(與申請同一路徑)，查詢抽籤結果。

Instructions for Online Application for Family Room

I. Log in MyFCU – Campus Life – Dormitory -- Applying for Student House.



II. Taking the household as the application unit, a representative will first register online, select " Application for dorm (Representatives Login)" to enter the application system to obtain an invitation code and provide it to the group members, and then the group members will log in to the application system "Use Invite Code (Group Members login)".



III. Enter the dormitory application screen and agree to the application regulations and living conventions.

The screenshot shows the '2020 school year registration method of Student House for 4 to 6 people Family Room'. The table below lists the room types, dorms, buildings, codes, room spaces/equipment, units, and monthly fees.

Room Type	Dorm	Building	Code	Room Space / Equipment	Unit	Fee /Month
Six people Family Room	Feng-Chia Student House	C - D	FB1	3 rooms,1 LDK, 2 bathroom, balcony, TV	4	NT\$ 26,000.
			FC1	4 rooms,1 LDK, 2 bathroom, balcony, TV	4	
	Feng-Chia Student House	E - F	FA1	3 rooms,1 LDK, 2 bathroom, balcony, TV	3	NT\$ 26,000
			GA1	3 rooms,1 LDK, 1 bathroom, balcony, TV	5	
Five people Family Room	Jing-Tsai Student House	G	GA1	3 rooms,1 LDK, 1 bathroom, balcony, TV	3	NT\$ 40,000
Four people Family Room	Jing-Tsai Student House	G	GB1	(Type A) 2 rooms,1 LDK, 1 bathroom, TV, courtyard	1	NT\$ 34,000
Female						
Six people Family Room	Feng-Chia Student House	C - D	FB2	3 rooms,1 LDK, 2 bathroom, balcony, TV	2	NT\$ 26,000
			FA2	3 rooms,1 LDK, 2 bathroom, balcony, TV	2	
Five people Family Room	Jing-Tsai Student House	G	GA2	3 rooms,1 LDK, 1 bathroom, balcony, TV	8	NT\$ 40,000

winning group, the qualification will be canceled and will be replaced on the spot according to the candidate serial number.

VI.Seminar: 19:30 p.m. April 9, 2020. Explain the contract signing method. Only one person (Representative) in the winning group can participate.

VII.Result announcement date: After 14:00 p.m. April 10, 2020 on Housing Service Center Website.

VIII.Contract signing: the winning group should return the signed contract to the Housing Service Center before 12:00 noon on April 17, 2020 (student who under 20 years old need get parents agreement) It is deemed to abandoned if fails to return the contract.

IX.Remarks:

- If there is a duplicate registration, it is considered invalid registration, and the qualification will be canceled.
- Once the confirmation is signed, it will no longer accept the bed cancellation and dorm fee refund, nor can it repeatedly apply for other dormitory beds in the school. Once found, it will cancel the application and draw qualification.
- Before registering, please obtain parental consent and explain the fees and regulations.
- After checking in, approved students are required to live for one year basis. The housing fee should be paid twice in beginning of each semester (pay 6 months' rent per person per semester). No refund will be given when students move out of the school dormitory during the semester.
- Accommodation period:** 2020/09/01(9 am) to 2021/08/25(12pm)
- No return will be given when you move out of the school dormitory during the semester except for specific reasons. During the accommodation period, if you want to withdraw, because of suffering a great misfortune, pregnancy, dropping out, or the infectious diseases, housing fee will be refunded to students after receiving approval from Housing Service Center.
- If the roommate of the household is to leave or drop out during the school period, please find a roommate for replacement. Otherwise, the cost of the household will be shared. Failure to complete roommate replacement before the start of the new school year will result in cancellation of eligibility.
- If you are withdrawing, studying abroad, internship program, or other reasons, you may drop out of the school, please do not apply for school, so as not to affect the rights of roommates.
- During the accommodation period, please follow the Student Dormitory Housing Regulations, follow the advice of teachers and dorm staff, and terms and conditions. Violators shall be punished. If the facilities and environment are in good condition, and the household has no violation points, priority will be given to eligibility for renewal next school year.
- Facility damage must be compensated according to the price. When the stay expires without renewal, please check out at the same time according to the check-out rules.
- Unsuccessful applicants (including candidates) can continue to join in the "Application of Student House for 1 to 4 people Suite" in middle of April.
- The dorm type and equipment please view website: <http://www.shs.fcu.edu.tw/>
- Accommodation fee, management fee and cash deposit will be according to the 2020 School Year Students Dormitory Fee List.
- Residents do not request refund all of fees on July & August in graduation year.
- The room assignment and Check out are conducted by Student Housing Service Center of FCU. Distribution room & bed number will announce on My FCU apps and printing out the student dormitory confirmation after August 20, 2020.

Agree to the following terms and conditions:

I agree the room to be assigned by Student Housing Service Center of Feng Chia University.

I understand and agree to the housing regulations.

Notes

Applying for Student House (A420202)

Jing-Tsai and Feng-Chia Student House Regulations

For maintaining dormitory environment, security and good living quality, all residents have to follow the rules below. We use the endorse points system, if residents endorse 10 points, the punishment will be discussed by Housing Service Center. If necessary, the resident will be forced to leave and dormitory fee and deposit has been paid is not refundable and the next semester living qualification will be canceled.

Dormitory Access Management

No.	Item	Deduction Point(s)
1	Don't take the opposite gender or non-Fusing Dormitory student into dormitory (public space and bedroom included). If you have any requests, please register at the service desk (opposite gender not included). The visitor have to leave before 22:00. Non-Fusing dormitory student are not allowed to stay overnight.	10
2	Please use student card to access dormitory and keep the door closed. The student/room card are not allowed to lend others.	5
3	The dormitory guard gate will be close from 12 AM to 6 AM. During this period, residents need to swipe student card to pass through the dormitory guard gate. Also, cannot refuse the check and confirmation of identification and register by security guard.	5

Dormitory Safety Regulations

No.	Item	Deduction Point(s)
1	For residents who need to change bed vacancies, please go to Housing Service Center to apply. If changing bed vacancies in secret, occupy roommates' vacancies and exclude roommate behavior are not allowed.	10
2	The behavior listed below are not allowed: stolen, gambling, fighting, taking drugs, drinking alcohol, playing mahjong, being loud and noisy, and being naked at public area.	10
3	Any illegal behavior on the Internet are not allowed, including illegally download videos, games, spread rumors.	10
4	Any dangerous item that will influence safety or break public properties are forbidden to bring.	10
5	Do not bring or use firecrackers, fireworks, or other explosives.	5
6	Do not enter the top floor of any building or climb over the wall or windows.	5

Notes

Applying for Student House (A420202)

No.	Item	Deduction Point(s)
1	Smoking is not allowed in the bedroom and non-smoking area.	5
2	Do not pour any food waste, tissues into the toilet, drinking machine or washbasin.	5
3	Please sort your trash and throw the trash during the garbage field opening hours. Do not leave any trash in the bathroom, public area, corridor and stairs.	5
4	Please keep your bedroom, public area, facilities and furniture clean. Do not damage and move the equipment and facilities intentionally.	3
5	Do not copy room key/card in secret. If there is any damage or losing of your room key/card, please go to Housing Service Center to apply a new one.	3
6	Do not hanging the clothes, sheets, or put any personal belongings at public area. We will regard the items as trash if they are left over 3 days.	3
7	Do not hanging the clothes, sheets or articles on the ceiling pipelines in order to prevent the pipelines from falling down. Drying clothes and sheets on the balcony must not hindrance the view looks forward.	3
8	Do not post any photos, flags, DM in public area or bedroom.	3

Others

No.	Item	Deduction Point(s)
1	To keep the dormitory safe and clean, dormitory teacher and supervisors have the authority to visit and check rooms.	10
2	If residents are not in room, dormitory supervisors will get in the room with the maintenance staffs.	-
3	For maintaining the public hygiene safety and protect all residents' rights, freshman residents who do not get body health check, residents' living qualification will be canceled and he/she have to pay the related fee. Residents have to take the responsibility.	-
4	Residents, who got dropout or suspension, please check out at the service desk and move out within 7 days after you finish the process of suspension.	-

I understand and agree to the housing regulations. I will be facing all sorts of penalties if I violate the regulations.

IV. Optional volunteers, at most 2 volunteers

Notes

Applying for Student House (A420202)

Invitation code : 6JG0AFS927

Representatives : 許子○ (Male)

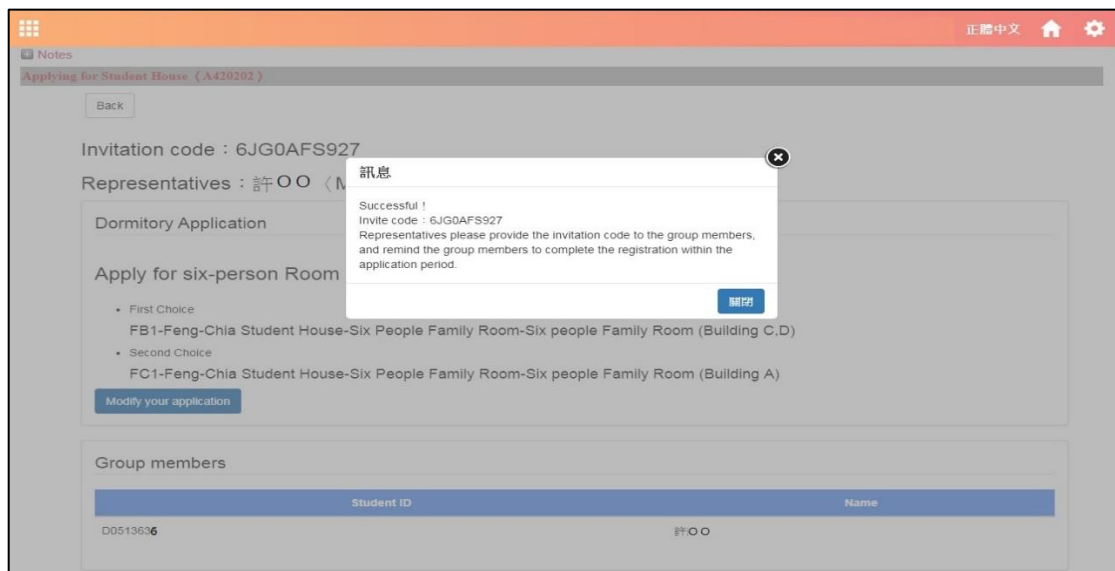
Dormitory Application

Number of applicants:

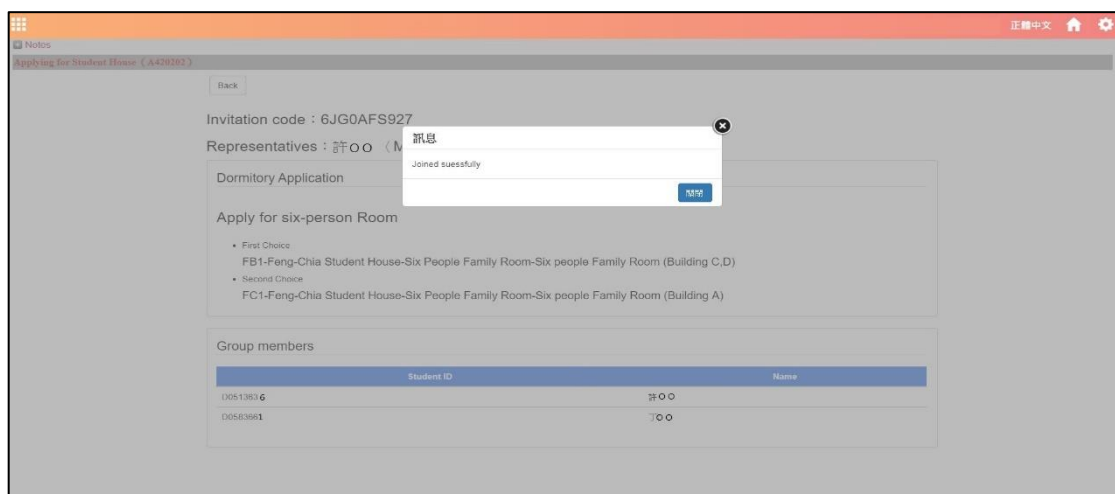
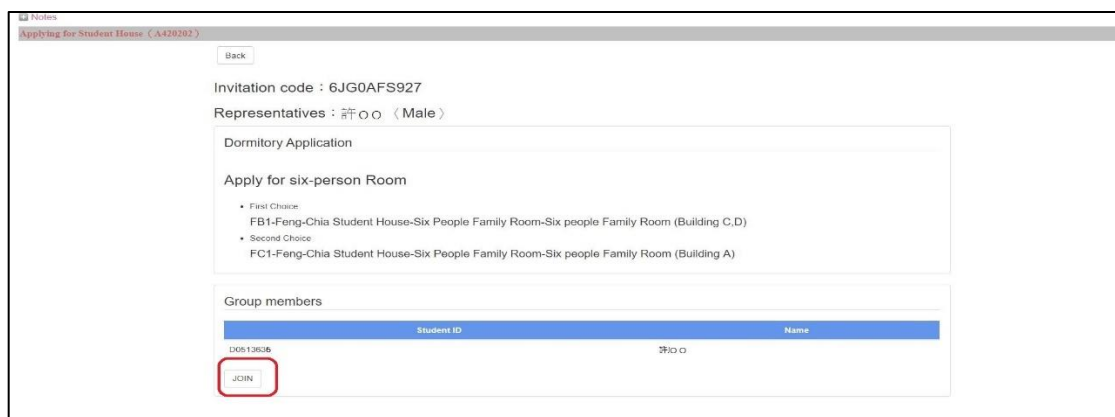
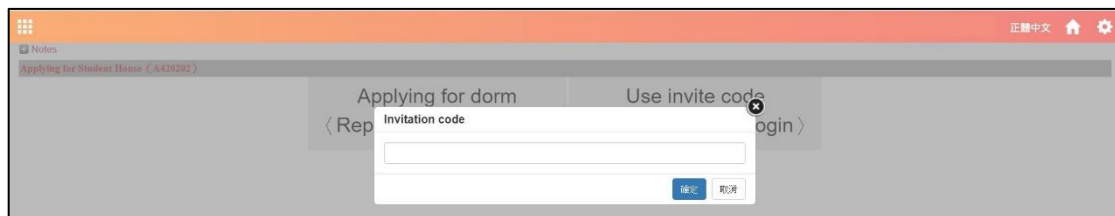
- First Choice: FB1-Feng-Chia Student House-Six People Family Room-Six people Family Room (Building C,D)
- Second Choice: FC1-Feng-Chia Student House-Six People Family Room-Six people Family Room (Building A)

Group members

Student ID	Name
D0513636	許子○



V. Group members apply online, fill in the invitation code, and form a team with representatives



VI. Result Announcement

Log in MyFCU -- Campus Life – Accommodation – Applying for Student House (same path as the application) again to check the results.