

逢甲大學 福星校區住宿服務中心 公告

發文日期：中華民國 114 年 12 月 1 日

發文字號：逢學 字第 1141201001 號

聯絡電話：04-2451-7250 分機 86001

主旨：114 學年度第二學期學生宿舍退宿申請事宜。

公告事項：

一、本校宿舍床位申請後需住滿一學年，不得中途退宿。如因個人因素（休退轉學、出國交換、外地實習等原因除外）僅需住宿上學期且將於期末退宿者，應補繳「學期定價」住宿費用差額，詳細說明可參閱【逢甲大學福星校區住宿服務中心網站-住宿費定價】(<https://reurl.cc/da4nWD>)。



二、退宿申請說明：

1. 申請時間:請提前於 2025 年 12 月 8 日(一)至 12 月 22 日(一)至福星校區住宿服務中心辦公室(G 棟一樓)(上班時間)辦理退宿申請，2025 年 12 月 23(二)起未提交退宿申請者，視為續住下學期，仍須繳交第二學期住宿費用，不得異議，請同學注意自己的權益。
2. 退宿流程:請先至福星校區住宿服務中心領取申請文件(或從宿舍網站下載)→繳回申請文件(12 月 22 日前)→宿舍開立學期價差額線上繳費單(2025 年 12 月 28 日前完成繳費)→預約退宿檢查時間→於期限內(2026 年 1 月 14 日中午 12 時前)請服務台人員(或樓長)檢查寢室，並繳回房卡(鑰匙)、搬離宿舍。
3. 各狀況退宿申請應備文件(申請表及切結書請至宿舍辦公室領取或由網站下載)：
 - A. 休退轉學—退宿申請表、休退學申請書（請至教務處註課組領取）
 - B. 出國交換、外地實習—退宿申請表、錄取通知書影本
 - C. 個人因素—退宿申請表、退宿切結書
4. 休退轉學、出國交換、外地實習學生若未能於申請期限內(12 月 22 日)提交相關證明，請先繳回退宿申請表，待相關證明文件申辦完成後再附上。

三、退宿時間:請於 2026 年 1 月 14 日中午 12 時前完成退宿檢查(檢查寢室、繳交房卡、鑰匙等)並搬離宿舍，未於期限內完成退宿檢查者不退還住宿保證金。

四、住宿保證金於第二學期結束後統一進行退費。

五、如有相關問題亦可來電洽詢【04-24517250 分機 86001】。

Feng-Chia University Dormitory Announcement

Date: 1 December, 2025
File Number: FengXue No. 1141201001
Contact: +886-4-2451-7250 # 86001

Purpose: 2025 Academic Year 2ed Semester Application for Dormitory Check-out.

Announcement:

- I. After checking in, approved students are required to live for one year base. Switching the stay from two semesters to one semester, you have to follow the steps below.
 - A. You must submit the application to the Fusing Campus Housing Service Center (the first floor of the Building G) from **8 December to 22 December 2025**.
 - B. You must go through the procedure for moving out of the school dormitory before **12:00 noon on 14 January 2026**. If the check-out is not completed within the deadline, the dorm deposit will not be refunded.
 - C. **Late application and move out of dorm will not be accepted, and your 2nd semester housing fee still must be paid.**
- II. Due to personal reason (except suspension or termination of studies, international academic exchange or field internship), you have to pay the difference of the **【One Semester Housing Rates】** in case that you move out of the school dormitory in the 2nd semester.
- III. Student dormitory housing rates please view website (<https://reurl.cc/da4nWD>).
- IV. Check out process: Go to the Fusing Campus Housing Service Center to receive the application documents (or download from Website) → Hand in the application documents → Receive the on-line payment slip (**Complete payment before December 28, 2025**) → Make an appointment for the check-out → Ask the service desk staff to check the bedroom within the time limit and return the room card /key.
- V. Required Documents (from Fusing Campus Housing Service Center Website)
 - A. Suspension or termination of study - Application Form for Dormitory Check-out, Application for suspension or termination of studies (from Division of Registration).
 - B. International Academic Exchange or Field Internship - Application Form for Dormitory Check-out, Acceptance letter (original copy)
 - C. Personal reason - Application Form for Dormitory Check-out, Affidavit.
- VI. If the students who are retiring from school, going abroad for exchange or overseas internship fail to submit the relevant certification within the application period, please return the application Form for Dormitory Check-out first, and then attach the relevant certification documents.
- VII. The accommodation deposit will be refunded after the end of the second semester.
- VIII. Contact to Fusing Campus Housing Service Center
(Office hours: Monday – Friday, 9:00 – 5:00) TEL: 886-4-2451-7250, ext.86001
No.98, Fusing N. Rd., Xitun Dist., Taichung City 40741, Taiwan (R.O.C.)

