

逢甲大學_____學年度第____學期退宿申請表

年 月 日

退宿申請 (學生填寫)					
學號		系 班級	系 年 班	姓 名	
宿舍別	福星校區	棟	戶/室	床	聯 絡 電 話
預計離舍時間	年 月 日				
退宿 原因	☐ 1.休、退、轉學 ☐ 2.疾病因素 ☐ 3.僅住宿一學期 ☐ 4.出國交換學習 ☐ 5.異地實習 ☐ 6.其他原因：_____				
注意： 1. 退宿切結書及相關證明請隨申請單繳交福星校區住宿服務中心辦公室(G棟一樓)。 2. 個人因素辦理退宿者，學期中住宿費不予退還，並須補繳住宿學期價之差額(可查詢福星校區住宿服務中心學生宿舍官網)。 3. 辦理退宿後應於公告退宿期限內遷出宿舍，並完成退宿程序【寢室清空、設備檢查、繳回房卡】					
退宿狀況 (福星校區住宿服務中心填寫)					
一、 ☐ 切結書或相關證明： ☐ 退宿切結書 ☐ 相關證明文件 ☐ 其他_____					
二、 ☐ 寢室設備檢查 檢查人簽名：_____ 日期：_____					
三、 ☐ 寢室房卡繳回 日期：_____					
四、 ☐ 門禁權限取消					
五、 ☐ 其他說明：_____					
承辦人		福星校區 住宿服務 中心主任		批示	☐ 核准 ☐ 不核准 ☐ 說明：_____

備註：

- 依據《逢甲大學福星校區學生宿舍住宿合約書》第四條之三規定：乙方如因個人因素第二學期不續住者，上學期以「學期價」收費，並於上學期結束前依甲方公告規定辦理退宿，補納住宿費差額，逾期辦理退宿者不予受理，亦須依規定繳納住宿費。
- 本表依需要向福星校區住宿服務中心領取(或網站下載)，並檢具有效證明後由宿舍承辦老師陳核。
- 申請人經核覆後，准予退費者依核准公文辦理退費手續，正本由福星校區住宿服務中心存查。

Feng-Chia University _____ Academic Year _____ Semester _____
Application Form for Dormitory Check-out

Date: _____ (DD/MM/YYYY)

Application Form for Dormitory Check-out (Parts filled in by student)					
Student ID		Dep./Inst		Name	
Dorm	Dorm	Room	Bed	Phone No.	
Estimated check-out time	Year		Month	Day	
Reason for Check-out	☐ 1. Suspension, Withdrawal, and Transferred ☐ 3. International Academic Exchange ☐ 5. Accommodation for one semester only ☐ 2. Disease factors ☐ 4. Field Internship ☐ 6. Others : _____ Notice: 1. Please submit the Affidavit for check-out letter and relevant certificates along with the application form to the Fusing Campus Housing Service Center Office (first floor of G Building). 2. For those who cancel due to personal reasons, the accommodation fee during the semester will not be refunded, and the difference in the semester price of accommodation must be paid (check the official website of Fusing Campus Housing Service Center). 3. After checking out, students should move out of the dormitory within the announced check-out period and complete the check-out procedures [clearing the dormitory, checking equipment, and returning the room card]				
Check-out status (Parts filled in by Fusing Campus Housing Service Center)					
☐ 1. Affidavit for check-out letter and relevant certificates : ☐ Affidavit for check-out letter ☐ relevant certificates ☐ Others _____ ☐ 2. Dormitory equipment inspection Inspector's signature : _____ Date : _____ ☐ 3. Return the room key and access card. Date : _____ ☐ 4. Access control authority cancelled ☐ 5. Others : _____					
Undertaker		Director of the Centre		Instructions	☐ Approve ☐ Not approved ☐ Illustrate : _____

Remark:

1. According to Article 4 of the " FCU Student Dormitory Contract", The payment for living two semesters will be according to 【Academic Year Housing Rates】 , whereas 【One Semester Housing Rates】 for living first semester. If Party B only stay first semester, Party B must go through the procedure for moving out from the school dormitory before 1st semester and pay the difference of the 【One Semester Housing Rates】 . Late application will not be accepted, and your 2nd semester housing fee still must be paid.
2. Get this form from the Fusing Campus Housing Service Center (or download it from the website) as needed, and attach the valid certificate.
3. After the applicant has been approve, those who are approved for refund will go through the refund procedures in accordance with the official approval document, and the original copy will be kept by the Fusing Campus Housing Service Center

The collection of personal data from this form will only be used by Feng Chia University's Fusing Campus Housing Service Center in accordance with Personal Information Protection Act for 1 year. The Application has the right to access and amend his/her personal information in accordance with Personal Information Protection Act Article 3. If the information above is not completed or accurately provided, the agreement will be unable to be completed.
 Contact information: No.98, Fusing N. Road, Taichung, Taiwan 40741, ROC,
 TEL: 886-4-24517250. ext.86001. E-mail:shs@fcu.edu.tw