正修國際學舍住宿管理要點

一、目的

為提供國際學生良好的住宿環境，確保宿舍生活安全、舒適，並促進文化交流與和諧共處，特制定本管理要點。

二、適用對象

本管理要點適用於所有入住正修國際學舍之學生（以下簡稱住宿生），包括僑生與國際生。

三、申請與入住程序

1.申請資格：

(1)本校正式註冊之國際學生、僑生及交換生。

(2)經學校核准，參與國際交流活動之國際學生、僑生及交換生。

2.申請方式：

(1)填寫住宿申請表(如附件 1)並繳交相關證明文件。

(2)經審核通過後，由宿舍管理單位通知入住。

(3)依前條(2)核准入住者，請提前二週將入住名冊送交「正修國際學舍-辦公室」。

3.入住程序：

(1)住宿生需於指定日期辦理入住手續，並簽署住宿同意書。

(2)領取宿舍鑰匙及相關物品（如寢具、清潔用品等）。

四、住宿規定：

1.住宿期間：

住宿期間以學期為單位，寒暑假如需續住，需另行申請。

2.宿舍費用：

住宿生需按時繳交宿舍費用，逾期未繳者將取消住宿資格。

3.房間使用：

(1)住宿生應妥善使用宿舍設施，禁止擅自更換房間或變更床位。

(2)房間內禁止飼養任何動(寵)物、使用明火或高耗電設備。

4.公共區域使用：

(1)公共區域（如走廊、樓梯間、交誼廳、祈禱室、浴廁室等）應保持清潔，使用後需恢復原狀。

(2)禁止在公共區域大聲喧嘩或進行影響他人之活動。

(3)禁止在公共區域違反公序良俗之活動。

(4)違反上述規定者，由國務處教官或宿舍管理老師發出警告單，警告單不分學期，累計三次警告單，予以記過乙次處分；記過滿三次或受一大過處分者，即命令搬離宿舍。

5.訪客規定：

(1)訪客需於「正修國際學舍-辦公室」登記，並於晚上 10 點前離開宿舍。

(2)接待訪客位置限於公共區域之樓梯間、交誼廳及祈禱室。

(3)禁止留宿非住宿人員或將訪客帶入宿舍區域內。

(4)違反上述規定者，由國務處教官或宿舍管理老師發出警告單，警告單不分學期，累計三次警告單，予以記過乙次處分；記過滿三次或受一大過處分者，即命令搬離宿舍。

6.安全規定：

以下安全規定，請依規定遵守，違者除依校規懲處外，並由國務處教官或宿舍管理老師發出警告單，警告單不分學期，累計三次警告單(如附件 3)，予以記過乙次處分；記過滿三次或受一大過處分者，即命令搬離宿舍。

(1)住宿生應遵守宿舍門禁時間（如晚上 12 點後禁止進出）。

(2)禁止攜帶危險物品（如易燃物、武器等）進入宿舍。

(3)發現可疑人物或緊急情況，應立即通報宿舍管理員。

(4)夜間 10 點為晚點名時間，未到且未依規定完成請假者，視為違規。

(5)寢室內務應保持整齊清潔，禁止於寢室門口放置雜物及垃圾，將予以發出警告並限期改善。

(6)寢室內禁止炊煮食物、喝酒（含酒精飲料）、打架、吸食毒品、抽菸、賭博（含玩麻將）、存放危險物品（如刀械等）或易燃物品、飼養寵物、燃放鞭炮、燃燒物品、從事違法事務或影響住宿安寧與安全。

(7)寢室內應保持安靜，夜間 12 點後需關閉大燈（限用桌燈），電腦及音響設備應使用耳機，避免影響其他室友安寧與作息。

(8)正修國際宿舍男、女生分樓層，嚴禁異性進入對方樓層。

(9)住宿生不得帶非住宿生（含不同宿舍者）進入寢室內。

(10)禁止無故侵入他人寢室，或擅自翻（拆）啟他人私有物件（含電腦資料），違者，在被害人申請或要求下，除依相關法律移送司法機關偵辦外，並依校規嚴懲及命令搬離宿舍。縱使當事人獲得被害人宥恕，而未移送司法機關偵辦，宿舍仍可依校規懲處及命令搬離宿舍。

(11)未辦理退宿申請私自搬離宿舍者，除將追繳相關費用外，並取消未來申請住宿資格。

(12)宿舍區域全面禁菸(含電子菸)，正修校園內亦全面禁菸(含電子菸)。

(13)住宿生若違反性別平等教育法、住宿管理規定（含生活公約）情節重大，或不服師長輔導屢勸不聽者，將取消住宿資格並依校規處理。

(14)未經學校核准，禁止將汽機車駛入校園，並停放校園內。

7.文化尊重：

(1)住宿生應尊重不同文化背景之室友，避免歧視或衝突行為。

(2)宿舍內禁止進行任何形式之宗教或政治宣傳活動。

五、退宿程序：

1.退宿申請：

(1)住宿生如需提前退宿，需提前兩週提出申請(如附件 2)並辦理退宿手續。

(2)因賃居在外提出退宿申請，需檢附租賃合約書影本。

2.房間檢查：

退宿時，宿舍管理員將檢查房間設施，如有損壞需照價賠償。

3.物品歸還：

退宿時需歸還宿舍鑰匙及借用之物品。

六、請假規定：

1.一般請假：指不離開台灣境內，且所請日數在 4 日(含)以下，須至「正修國際學舍-辦公室」辦理請假，男同學填寫藍色假卡(如附件 4)，女同學填寫粉色假卡(如附件 5)。

2.特殊請假：指返回本國或在台灣境內，且所請日數在 5 日(含)以上，須提前一星期，至「正修國際學舍-辦公室」辦理請假，並檢附回國機票影本，填寫請假單(如附件 6)，由校長核准。為有

效管制，請假人員於填寫請假單同時，亦須填寫假卡，以利人員掌握

七、環境打掃：

1.每週一、四晚上 2000 時起至 2100 時實施住宿環境打掃工作，公共區域分配如下：

(1)二樓寢室學生負責二樓走廊、南、北端 1-2 樓樓梯、浴室及廁所打掃工作。

(2)三樓寢室學生負責三樓走廊、南、北端 2-3 樓樓梯、浴室及廁所打掃工作。

(3)四樓寢室學生負責四樓走廊、南、北端 3-4 樓樓梯、浴室及廁所打掃工作。

2.每週二、三、四樓每層樓層派遣值日學生，每日 1200-1230 時及 2200-2230 時，對住宿環境公共區域(走廊、樓梯、浴室、廁所)實施重點巡查與打掃，並由國務處派員實施複檢。

八、違規處理

1.輕微違規：如未按時繳費、未保持清潔等，將給予書面警告。

2.嚴重違規：如破壞設施、留宿外人、攜帶危險物品、違反安全規定等，除依相關法律移送司法機關偵辦外，並依校規嚴懲及命令搬離宿舍。

3.累計警告：累計三次書面警告者，予以記過乙次處分；記過滿三次或受一大過處分者，即命令搬離宿舍。

1. 本要點經宿舍管理委員會通過後實施，修正時亦同。

2. 本要點未盡事宜，依學校相關規定辦理。

Regulations for Accommodation Management at Cheng Shiu International Dormitory

I. Purpose

To provide international students with a favorable living environment, ensure the safety and comfort of dormitory life, and promote cultural exchange and harmonious coexistence, these management regulations are hereby established.

II. Applicable Individuals

These regulations apply to all students residing in Cheng Shiu International Dormitory (hereinafter referred to as "residents"), including overseas Chinese students and international students.

III. Application and Check-in Procedures

Eligibility for Application:

(1) Officially registered international students, overseas Chinese students, and exchange students of the university.

(2) International students, overseas Chinese students, and exchange students approved by the university to participate in international exchange activities.

Application Method:

(1) Complete the accommodation application form (see Attachment 1) and submit the required documents.

(2) Upon approval, the dormitory management office will notify the applicant of their check-in.

(3) For those approved under the above clause (2), the list of residents must be submitted to the "Cheng Shiu International Dormitory Office" two weeks in advance.

Check-in Procedures:

(1) Residents must complete the check-in process on the designated date and sign the accommodation agreement.

(2) Receive dormitory keys and related items (e.g., bedding, cleaning supplies, etc.).

IV. Accommodation Regulations

Accommodation Period:

The accommodation period is based on the academic semester. Residents requiring accommodation during winter or summer breaks must apply separately.

Dormitory Fees:

Residents must pay dormitory fees on time. Failure to pay will result in the cancellation of accommodation eligibility.

Room Usage:

(1) Residents must properly use dormitory facilities. Unauthorized room or bed changes are prohibited.

(2) Keeping pets, using open flames, or high-power-consuming devices in rooms is prohibited.

Public Area Usage:
(1) Public areas (e.g., corridors, stairwells, lounges, prayer rooms, bathrooms) must be kept clean and restored after use.
(2) Loud noises or activities disturbing others in public areas are prohibited.
(3) Activities violating public order or morals in public areas are prohibited.
(4) Violators will receive a warning from the dormitory teacher or OIA instructor. Accumulating three warnings will result in a demerit. Accumulating three demerits or receiving one major demerit will result in eviction.

Visitor Regulations:
(1) Visitors must register at the "Cheng Shiu International Dormitory Office" and leave by 10:00 PM.
(2) Visitors are only allowed in designated public areas (e.g., stairwells, lounges, prayer rooms).
(3) Non-residents are prohibited from staying overnight or entering dormitory areas.
(4) Violators will receive a warning. Accumulating three warnings will result in a demerit. Accumulating three demerits or receiving one major demerit will result in eviction.

Safety Regulations:
The following safety regulations must be adhered to. Violators will be punished according to school regulations and receive warnings. Accumulating three warnings (see Attachment 3) will result in a demerit. Accumulating three demerits or receiving one major demerit will result in eviction.
(1) Residents must adhere to dormitory curfew (e.g., no entry or exit after 12:00 AM).
(2) Dangerous items (e.g., flammable materials, weapons) are prohibited in the dormitory.
(3) Suspicious individuals or emergencies must be reported to dormitory teacher immediately.
(4) Night roll call is at 10:00 PM. Absence without “ask for leave” is considered a violation.
(5) Rooms must be kept tidy. Placing Clutter or Junk outside rooms will result in a warning and a deadline for improvement.
(6) Cooking, drinking alcohol, fighting, drug use, smoking, gambling (including mahjong), storing dangerous items (e.g., weapons) or flammable materials, keeping pets, setting off fireworks, burning items, or engaging in illegal activities or actions disturbing dormitory peace and safety are prohibited in rooms.
(7) Rooms must remain quiet after 12:00 AM. Overhead lights must be turned off (only desk lamps allowed), and headphones must be used for computers and audio devices to avoid disturbing others.
(8) Male and female residents are assigned to separate floors. Entering the opposite gender's floor is strictly prohibited.
(9) Residents are prohibited from bringing non-residents (including those from other dormitories) into their rooms.
(10) Unauthorized entry into others' rooms or tampering with personal belongings (including computer data) is prohibited. Violators will be reported to judicial authorities and punished according to school regulations, resulting in eviction. Even if the victim forgives the violator, the dormitory may still impose penalties and eviction.
(11) Residents who move out without completing the check-out process will be charged relevant fees and lose future accommodation eligibility.
(12) Smoking (including e-cigarettes) is prohibited in all dormitory areas and across the Cheng Shiu campus.
(13) Residents violating the Gender Equity Education Act or dormitory regulations (including living 公约)

severely or repeatedly ignoring staff guidance will lose accommodation eligibility and face school disciplinary action.
(14) Bringing vehicles into the campus and parking without school approval is prohibited.

Cultural Respect:
(1) Residents must respect roommates from different cultural backgrounds and avoid discriminatory or conflictive behavior.
(2) Religious or political propaganda activities are prohibited in the dormitory.

V. Check-out Procedures
Check-out Application:
(1) Residents needing to check out early must submit an application (see Attachment 2) two weeks in advance and complete the check-out process.
(2) Those applying to check out due to off-campus housing must submit a copy of their rental agreement.

Room Inspection:
Upon check-out, dormitory staff will inspect the room. Damages will require compensation.

Item Return:
Residents must return dormitory keys and borrowed items upon check-out.

VI. Leave Regulations
General Leave: Refers to leave within Taiwan for 4 days or less. Residents must apply at the "Cheng Shiu International Dormitory Office." Male students must fill out a blue leave card (see Attachment 4), and female students must fill out a pink leave card (see Attachment 5).

Special Leave: Refers to leave for returning to one’s home country or staying within Taiwan for 5 days or more. Residents must apply one week in advance at the "Cheng Shiu International Dormitory Office," submit a copy of their return flight ticket, and fill out a leave form (see Attachment 6) for the principal's approval. For effective management, residents must also fill out a leave card when submitting the leave form.

VII. Cleaning Regulations
Weekly Cleaning:
(1) Cleaning is conducted every Monday and Thursday from 8:00 PM to 9:00 PM. Public areas are assigned as follows:

Second-floor residents: Clean the second-floor corridor, south and north stairwells (1st to 2nd floor), bathrooms, and toilets.

Third-floor residents: Clean the third-floor corridor, south and north stairwells (2nd to 3rd floor), bathrooms, and toilets.

Fourth-floor residents: Clean the fourth-floor corridor, south and north stairwells (3rd to 4th floor), bathrooms, and toilets.
(2) Duty students are assigned to each floor on Tuesdays, Wednesdays, and Thursdays. They must inspect and clean public areas (corridors, stairwells, bathrooms, toilets) from 12:00 PM to 12:30 PM and 10:00 PM to 10:30 PM daily. Inspections will be conducted by the Office of Student Affairs.

VIII. Violation Handling
Minor Violations: Such as late fee payments or failure to maintain cleanliness, will result in a written warning.

Major Violations: Such as damaging facilities, hosting outsiders, carrying dangerous items, or violating safety regulations, will result in legal action and eviction.

Accumulated Warnings: Accumulating three written warnings will result in a demerit. Accumulating three demerits or receiving one major demerit will result in eviction.

IX. Supplementary Provisions
These regulations take effect upon approval by the Dormitory Management Committee and apply to any revisions.
Matters not covered in these regulations will be handled according to relevant school regulations.

附件 1 住宿申請表

正修科技大學　　學年度　　學期【正修國際學舍】外籍生住宿申請表

CSU International Dorm Application Form

Date：　　年　　月　　日

班級 Class		學號 Student No.	
英文姓名 English Name		中文姓名 Chinese Name	
國籍 Nationality		性別 Gender	☐ 男/M　☐ 女/F
手機 Mobile		LINE ID	
E-MAIL			
【重大疾病史】 Medical history	☐無 None　☐有 Yes　病症 Illness/Disease: _____		
審核 Application Result	☐ 1. 准予辦理　請依規定繳費，並辦理進住事宜。 Approved　Please pay in accordance with the regulations and set schedule to move in. ☐ 2. 尚無空床　俟有空床位時，再行通知。 No available bed space　Will notify the student when bed space is available. ☐ 3. 未遵守住宿相關規定，不允安排住宿。 Denied　The student did not comply with the dormitory regulation or committed a violation in the past semester(s).		

告知聲明 Declaration

申請前請詳閱書，本校於所列蒐集目的之必要範圍內，蒐集、處理及利用本人之個人資料。並遵守住宿管理規定，並上傳個人大頭照，完成進住程序。

Please read the content carefully before applying. The university will collect, process and use my personal data within the necessary boundaries of the collection purposes listed. Furthermore, I will abide by the dorm management regulations, and upload personal photo to complete the application process.

☐ 同意 agree　☐ 不同意 disagree　　**學生簽名 Signature：** _____

申請須知

1. 申請前請詳細閱讀契約書、生活公約，凡繳費完成即代表接受契約書的內容及宿舍生活公約之相關管理規 定。
2. 住宿時段分為兩期，第一期：2 月-7 月、第二期：8 月-1 月；每學期第 10 週開始接受下一期住宿申請。
   住宿費用(含水電費)：新台幣 10,000 元/6 月。《減免辦法依相關規定辦理》
3. 繳交住宿申請表，申請核准後，依時限內繳費；再將住宿費收據影本或證明，繳回宿舍後，再行安排床位及進住事宜。
4. 夜間 22：00 實施晚點名，00：00-06：00 實施門禁管制，非特殊狀況或請假人員嚴禁進出，不假外出者依學生獎懲辦法懲處。
5. 禁止帶異性進入寢室；禁止將門禁卡、寢室鑰匙交付非本宿舍同學使用。
6. 請勿於宿舍內高聲喧嘩、嬉鬧；嚴禁炊煮、飼養寵物；宿舍內禁止抽菸、喝酒、賭博等。
7. 請依學校規定停放機(自行)車，並依規定申請機車停車證。
8. 違反住宿規定經核定勒令退宿者或在校就讀中不續住者，住宿費退費依學校規定辦理。
9. 違反住宿規定情節重大者或累犯勸告不改，不接受或取消下一期住宿申請。
10. 行善銷過須在該學期末前完成消除，未消除者不接受下一期住宿申請。
11. 進住時請上傳個人照片及手機號碼、繳交 1 張 1 吋照片、領取寢室鑰匙、門禁卡。
12. 宿舍地址：833301 高雄市鳥松區澄清路 840 號；服務電話：07-7358800 分機 1207。

❖ **本表由宿舍輔導老師審核**　　**編號：**

Informasi Aplikasi

1. Harap baca kontrak dan regulasi asrama secara rinci sebelum mengajukan permohonan. Setelah pembayaran selesai, Anda akan menerima konten kontrak dan peraturan manajemen terkait dengan regulasi asrama.
2. Periode akomodasi dibagi menjadi dua periode, periode pertama: Februari-Juli, periode kedua: Agustus-Januari.
   Biaya akomodasi (biaya air dan listrik): NTD 10.000 / 6
   Setiap minggu kesepuluh semester, aplikasi untuk periode akomodasi berikutnya akan mulai dikumpulkan. 《Langkah-langkah untuk pengurangan atau pembebasan biaya ditangani sesuai dengan peraturan terkait 》
3. Setelah aplikasi disetujui, diharapkan untuk mengumpulkan formulir aplikasi akomodasi, dan membayar biaya dalam batas waktu, kemudian menyalin tanda terima atau nota biaya akomodasi dan memberikan ke guru asrama sehingga guru asrama dapat mengatur tempat tidur.
4. Absen malam pada pukul 22:00, 00: 00-06: 00 implementasi kontrol akses, selain kondisi khusus tidak diperbolehkan masuk dan keluar. Kecuali bagi mereka yang telah mengisi kartu cuti, mereka yang gagal berpartisipasi dalam daftar panggilan perlu meminta cuti kepada tutor asrama, atau pelanggar akan mendapatkan pengurangan poin.
5. Dilarang membawa lawan jenis ke kamar tidur; dilarang memberikan kartu akses dan kunci kamar tidur kepada siswa yang tidak tinggal di asrama.
6. Jangan membuat suara keras atau bercanda di lorong atau di kamar tidur, memasak dan memelihara hewan peliharaan sangat dilarang, merokok, minum, berjudi, dll. Dilarang di asrama.
7. Tolong untuk memarkirkan sepeda motor sesuai dengan regulasi sekolah dan tolong untuk mengurus ijin untuk memarkirkan motor sesuai dengan regulasi sekolah.
8. Biaya akomodasi tidak dapat dikembalikan bagi mereka yang telah diperintahkan untuk keluar karena melanggar peraturan akomodasi atau yang tidak terus tinggal di sekolah.
9. Mereka yang melanggar peraturan dengan pelanggaran serius atau sudah dianjurkan untuk berubah tetapi tidak berubah, tidak dapat menerima atau aplikasi asrama berikutnya akan dibatalkan.
10. Penghapusan poin minus harus dilakukan sebelum akhir semester. Mereka yang belum menghapuskan poin minus tidak dapat menerima aplikasi untuk akomodasi periode berikutnya.
11. Unggah foto pribadi saat tinggal di asrama, kumpulkan foto 1 inci, Terima kunci kamar tidur, Kartu akses.
12. Alamat asrama: No.840, Jalan Chengcing, Distrik Niaosong, Kota Kaohsiung 833301; No Telepon: (07) 7358800 ext. 1207

Application Information

1. Please read the contract, and dorm house rules and regulations in detail before applying. Once payment is completed, it means you accepted the content of the contract and the dormitory house rules and regulations.
2. The accommodation period is divided into two periods, the first period: February-July, and the second period: August-January of the next year.
   Dormitory fee (including water and electricity fee):
   NTD 10,000/6 months. International students will have dormitory fee exemption.
   "Measures for dorm exemption shall be handled in accordance with relevant regulations"
   We will start accepting dorm application for the next semester at the 10th week of the current semester.
3. After application is approved, please pay the dorm fee within the limited period and submit a photocopy of the receipt to the dorm manager so that they can make the necessary bed space arrangements.
4. The dorm will conduct roll call every evening around 22:00. Curfew is from 00:00 to 06:00. No entry or exit is allowed during curfew except for special circumstances. In addition to filling out and submitting the dorm leave card, those who fail to participate in the roll call need to inform the dorm manager or else it will be considered violation of school rules.
5. It is forbidden to bring opposite sex into the dormitory. Dorm access card and dormitory key are not allowed to be given or lend to non-dormitory students.
6. Don't make loud noises or talk loudly in the hallway. Cooking, keeping pets, drinking alcoholic drinks, smoking and gambling are strictly prohibited in the dormitory.
7. Please park your motorcycle(bicycle) according to school regulations and apply for motorcycle parking permit according to regulations.
8. Dormitory fees will not be refunded to those who have been ordered to leave the dormitory and/or violated the dormitory regulations.
9. Those who committed major dorm violations or repeatedly commit dorm violations (major or minor) will not be allowed to apply to stay at the dorm for future semesters.
10. The process for punishment cancellation due to good deeds should be completed before the end of the current semester. Those who did not successfully cancel their punishment will not be allowed to apply to stay at the dorm for the next semester. The elimination of good sales must be completed before the end of the semester. Those who have not been eliminated will not accept the application for the next period of accommodation.
11. Upon moving in the dormitory, please upload your personal photos, submit a 1-inch photo, and collect the bedroom key and dorm access card.
12. Dormitory address: No. 840, Chengcing Road, Niaosong District, Kaohsiung City 833301; Phone no: (07) 7358800 ext. 1207

附件 2 退宿申請表

正修科技大學___學年度第__學期學生宿舍【退宿】申請表

填表日期：　　年　　月　　日

班級 Class		**學號 Student No.**	
中文姓名 Chinese Name		**寢室床號 Room-No.**	
宿舍區分	正修國際學舍	**性別 Gender**	男/M　　女/F
E-MAIL		**手機 Mobile**	
校外住宿地址 Off-Campus Address		**離宿日 Leave Date**	
房東姓名 Name of Landlord		**房東連絡電話 Telephone Number of Landlord**	

告知聲明

申請前請詳閱書，本校於所列蒐集目的之必要範圍內，蒐集、處理及利用本人之個人資料。

Harap baca formulir dengan seksama sebelum mendaftar. Sekolah kami mengumpulkan, memproses dan menggunakan data pribadi saya dalam kisaran yang diperlukan dari tujuan pengumpulan yang terdaftar.

□同意 □不同意　**學生簽名：**_____

退宿原因	□休(退)學 □校外實習 □住親友家 □通學 □畢業　□產學專班 □其他_	證明文件	□休(退)學證明 □校外實習證明 □　其　他
租屋	□宿舍門禁 □空間太小 □不適應團體生活 □室友作息 □宿舍門禁 □宿舍點名 □其他_		

附註

一、比照教育部 82 年 5 月 19 日台（82）技字第 27434 號函規定給予退費：
(一)住宿後未逾學期三分之一（以下均依本校行事曆計算)申請退、休學及校外實習者，退還三分之二金額。
(二)住宿後逾學期三分之一未逾三分之二而申請退、休學及校外實習者，退還三分之一金額。(三)住宿後逾學期三分之二而申請退宿者，不予退還。
二、住宿期間違反宿舍管理要點遭退宿者，不予退費。
三、在校就讀中退宿者，不予退費。

審核	班級導師	國務處宿舍管理老師	批示
	(請導師注意，學生離宿後， 賃居處所變更)	擬准予退宿 班級助理註明住宿費是否繳清	1. 准予辦理。 2. 請依規定辦理離宿作業。 3. 核定後宿舍留存。

正修科技大學_____學年度第___學期學生宿舍退宿程序表

寢室 床號		姓名		離宿日期	離宿確切日期

檢查項目	完成 請打	查核人 （宿舍值班老師）	備考
1.領取退宿申請表並完成資料填寫與繳交。		檢查無誤後請宿舍值班老師退宿生簽名、日期以示確認完成	檢查項目若有狀況務必確實紀錄於此，以利後續作業處理
2.寢室公物有無缺損，照價賠償。			
3.完成寢室內部個人物品搬離及清潔檢查。			
4.借用公物是否歸還。			
5.繳回寢室門鑰匙，遺失工本費。 房門50元、鐵櫃50元、門禁磁扣350元。			
6.繳回冷氣卡，遺失工本費100元；冷氣遙控器，遺失工本費600元。			

附註：

一、本表之離宿檢查項目需逐項完成檢查，由查核人確認簽章。

二、離宿程序完成後，繳回離宿申請單，畢業生憑本表向服務台領取離宿證明單。

三、因休(退)學、校外實習提早離宿，需退保證金或住宿費者，另附證明及存摺影本(以元大銀行為主)。

四、如因基本資料填寫未完整或檢查項不合格時，亦不予辦理退費。

正修科技大學學生宿舍離宿證明

退宿生
班級：_____學號：_____姓名：_____
已辦理完成**離宿手續**

特此證明，依此證明退押金

備註：住宿費是否繳清，鑰匙、磁扣、冷氣卡、遙控器是否繳回。

宿舍輔導老師：

年　　月　　日

收執聯

正修科技大學學生宿舍離宿證明

退宿生
班級：_____學號：_____姓名：_____
已辦理完成**離宿手續**

特此證明，依此證明退押金

備註：住宿費是否繳清，鑰匙、磁扣、冷氣卡、遙控器是否繳回。

宿舍輔導老師：

年　　月　　日

存根聯

附件 3 警告單

警告單 warning sheet

同學由於你的行為違反以下宿舍管理要點：

□1. 點名時間未到，且未依規定完成請假。
□2. 寢室內務未保持整齊清潔，寢室門口放置雜物及垃圾。
□3. 寢室內炊煮食物、喝酒(含酒精飲料)、打架、吸食毒品、抽菸、賭博(含玩麻將)存放危險(刀、械..等)或易燃物品、飼養寵物、燃放鞭炮、燃燒物品、從事不法事物或影響住宿安寧、安全。
□4. 寢室內未保持安靜，夜間 12 點後未關閉大燈(限用桌燈)，電腦及音響設備使用耳機，影響其他室友安寧與作息。
□5. 正修國際宿舍男、女生分樓層，違反嚴禁異性進入規定。
□6. 住宿生違反規定帶非住宿生(不同宿舍者等同)進入寢室內。
□7. 無故侵入他人寢室，或擅自翻(拆)啟他人私有物件(含電腦資料)。
□8. 未辦理退宿申請，私自搬離宿舍者。
□9. 違反規定於宿舍區域吸菸。
□10. 住宿生違反性別平等教育法、住宿管理規定(含生活公約)情節重大或不服師長輔導屢勸不聽者
□11. 其他：_____

念本次為初犯，且犯後態度良好，故給予口頭嚴重警告乙次，若再違犯規定進入男生宿舍區域，將依規定予以退宿處分。

學生簽收：

警告單發出人：

中華民國　　年　月　日　　分

附件 4 男一般假卡

正修科技大學【正修 國際學舍】請假卡

寢室 Room:_____床位 Number:____姓名 Name:_____電話 Tel:_____

編號	日期（yyyy/mm/dd/HH:MM）	事由 Reason	核准 Permit
1	2023 / 10 / 31 / 18:00 起 2023 / 11 / 01 / 02:00 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
2	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
3	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
4	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
5	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
6	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
7	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
8	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
9	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
10	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
11	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
12	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
13	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
14	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
15	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
16	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
17	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
18	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	

附件 5 女一般假卡

正修科技大學【正修 國際學舍】請假卡

寢室 Room:_____床位 Number:____姓名 Name:_____電話 Tel:_____

編號	日期（yyyy/mm/dd/HH:MM）	事由 Reason	核准 Permit
1	2023 / 10 / 31 / 18:00 起 2023 / 11 / 01 / 02:00 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
2	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
3	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
4	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
5	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
6	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
7	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
8	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
9	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
10	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
11	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
12	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
13	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
14	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
15	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
16	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
17	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	
18	/ / / : 起 / / / : 訖	☐返家 home☐事假 personal leave ☐病假 sick ☐其他 other_____	

附件 6 請假單

正修科技大學國務處外籍住宿生請假單
CSU Dormitory Leave Application for International Students

班級 (Class)	學號 (Student No.)	姓名 (Name)	聯繫電話 (Phone number)

請假事由 (Reason for leave of absence)	
請假時間 (Period for leave)	年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)
外宿地址(Accommodation address outside)	

外宿地址所有人姓名(Name of owner of accommodation address)		關係 (Relation)	

宿舍老師簽章 (Dorm teacher)	導師簽章 (Tutor)	國務處輔導老師簽章 (OIA teacher)
國務處教官簽章 (OIA instructor)	生輔組長簽章 (Director of Student Assistance)	學務長簽章 (Dean of OSA)

國務處處長簽章 (Dean of OIA)	校長簽章 (President)

附註：

1.本假單為外籍住宿生專用。

2.外籍住宿生因個人因素，請假離開宿舍連續超過五日（含）以上，須提早 7 日填寫此假單，請假核准後，始准離開宿舍。

3.在未獲核准而擅自離宿者，依住宿管理規定懲處。

Notes:

1. This Form of Leave of Absence is only for international boarding students.

2. If an international student asks for a dormitory leave for more than five consecutive days (inclusive) due to personal reasons, the student must fill in the leave form 7 days in advance. Only after the leave is approved, students are allowed to leave the dormitory.

3. Those who leave the dormitory without permission will be punished according to dormitory management regulations.