

學生宿舍寒暑假期間申請住宿要點

民國 88 年 3 月 21 日校長核定

民國 88 年 4 月 13 日公佈施行

民國 96 年 5 月 10 日校長核定修正

民國 103 年 7 月 1 日學生事務會議修正

民國 105 年 5 月 2 日學生事務會議修正通過

民國 109 年 7 月 7 日學生事務會議修正通過

第一條

為配合學生於寒、暑期間須住宿學校宿舍之需求，特訂定本要點。

第二條

寒、暑假期間，有關宿舍之管理，悉依本要點，本要點所未定者，依本校相關法規辦理。

第三條

寒、暑假期間實際開放申請住宿時間、地點、費用及相關辦法依公告辦理。

第四條

申請資格：

一、團體申請：

- (一) 參加學校舉辦之各類活動、代表隊、營隊。
- (二) 參加各學系之課業輔導或相關活動。
- (三) 特殊情形經一級單位主管簽證者。
- (四) 校外單位經核准於本校舉辦各類活動、營隊時，得依本辦法申請住宿。

二、個人申請：由個人提出申請住宿者，須附家長同意書；申請住宿者應為本校學籍者，始得提出申請。

第五條

前條第一款申請住宿者一律由各處、室、學院（系）或推廣中心簽奉校長核可，不得由個人提出申請。

第六條

申請住宿至遲應於期末考舉行前檢附相關核准文件（影本）、名冊等資料至宿舍業管單位存查，並點收鑰匙、磁卡等相關物品及完成住宿區域設施（備）之清點。

第七條

團體申請住宿人員須由申請單位指定負責人進住，協助生活管理及安全維護，惟遇突發急迫狀況得

通知宿舍輔導老師、警衛及值勤教官處理。

第八條

收費標準為本校教職員生每人每日收費一七〇元、校外單位每人每日收費二一〇元，並均加收一次性清潔費六〇元。本校舉辦之各項訓練、活動經會計室認定並經校長（高雄校區副校長）核可者得減、免收。繳費後除遇不可抗力因素得檢附相關證明文件辦理退費外，不得申請退費。低收入戶或中低收入戶學生寒暑假期間住宿，得檢附鄉鎮市區公所以上政府機構核發之證明，向宿舍業管單位提出，惟需參與生活服務學習工讀，工讀時數以住宿兩日實施一小時計，不滿兩日以兩日計算。

第九條

住宿期間須遵守本校「學生宿舍管理辦法」及相關法規，如有違規情事視情節輕重簽請處分。

第十條

住宿期間僅提供床位、書桌、衣櫥、水電等必要設施，其餘由住宿者自備，如有破壞設施（備）者須照價賠償。

第十一條

住宿之寢室由學務處宿舍業管單位指定，住宿人員不得任意更動，更不得擅入未開放之區域、寢室。

第十二條

如遇寒、暑假期間，宿舍遇有重大施工，為維護人員安全，得不予以開放。其施工期間有關宿舍設施（備）之維護及施工人員之監管，由總務處負責。

第十三條

本辦法經學生事務會議通過，並陳校長核定後公布施行，修正時亦同。

Shih Chien University Dormitory Regulations for School Holidays

Authorized by the School Principal, Mar. 21, 1999

Promulgated on April 13, 1999

Amended by the School Principal, May 10, 2007

Amended by the Conference of Student Affairs, Jul. 1, 2014

Amended and adopted by the Conference of Student Affairs, May 2, 2016

Amended and adopted by the Conference of Student Affairs, July 7, 2020

Article 1. In response to the need for dormitories during winter/summer vacation, Shih Chien University (hereinafter referred to as “USC”) have drawn up the *Shih Chien University Dormitory Regulations for School Holidays* (hereinafter referred to as the “Holiday Regulation”).

Article 2. Dormitory operation during school holidays is in accordance with the Holiday Regulation. Anything the Holiday Regulation has yet been specified, is in accordance with other USC laws and regulations.

Article 3. Further information for dormitory operations during school holidays will be announced by the competent authority of the dormitory.

Article 4. Application requirements for USC dormitory during school holidays are as follows:

1. Group application:
 - 1) Participating in school events, such as: school team, school camp, etc.
 - 2) Participating in activities hosted by the USC departments.
 - 3) Approved by the primary authority under special circumstances.
 - 4) Organizations approved to hold activities within the USC campus.
2. Individual application: USC students must apply for holiday residency along with approval from parents.

Article 5. Group applications will only be applied by the school offices.

Article 6. Applications for USC dormitory during school holidays must be handed in along with related certificates before the final exam.

Article 7. Group applicants must follow the instructions of the group principal, who’s in charge of group management and security, and shall report to the Dorm Counselor/school guard/Instructor if an emergency arises.

Article 8. Dormitory fees will be 170 NTD per person per day for USC students and staffs, and 210 NTD per person per day for off-campus units with an additional cleansing fee 60 NTD. Activities held by the USC can be granted a reduction if conceived by the Accounting Office with approval from the School Principal/Vice School Principal of Kaohsiung Campus. Dormitory fees will only be refunded under specific circumstances with certified documents. Students from low-income/middle-low-income households can apply for dormitories with certifications issued by government agencies higher than District Affairs Office, with additional service learning hour (an hour of service learning for a two-day/less than two-day tendency).

Article 9. Residents must abide by the *USC Residence Code of Conduct* (hereinafter referred to as the “RCC”), and will result in disciplinary actions if they violate the RCC.

Article 10. Essential facilities are provided, such as: bedroom, desk, closet, water and electricity, etc. Residents shall compensate the USC dormitory for broken facilities if there are damages.

Article 11. Bedrooms are assigned by the competent authority of the dormitory; residents are only allowed into the assigned bedroom.

Article 12. For safety concerns, with major projects under construction during the summer/winter vacation the dormitory will be closed. The Office of General Affairs is in charge of dormitory facilities and the workers during the construction.

Article 13. Holiday Regulations and any amendments thereto, are adopted by the Conference of Student Affairs and authorized by the School Principal.