

2025 Spring Semester Final Check-out Procedure and Information for Student Dormitories at Sanxia Campus

Office of Student Affairs, Student Housing Section
National Taipei University
2025/4/15

I. Check-out Inspection Schedule and Reminders

- 1. Inspection Dates and Hours: June 7 (Sat.), June 13 (Fri.), and June 14 (Sat.), from 9:00 am.–11:50 am. and 1:00 pm.–4:50 pm.**
- Please complete [the reservation form](#) by June 1 (Sun.) to allow efficient manpower arrangements. Those without reservations will need to wait for all pre-scheduled inspections to complete.
- Summer stay students continuing after June 14 are not required to participate in the final check-out on June 7, 13, and 14. Please follow the move-in and inspection instructions from the summer housing announcement.
- 4. From May 29 (Thu.), only graduating and exchange students returning home will be allowed to check out outside the above dates.** Before May 29, students can apply for early inspection of both personal and public areas (must be clean). Apply in person at SHS Office (Mon–Fri, 9 am–11 am, 2 pm.–4 pm.; weekdays ONLY).

II. Check-out Procedure

- The personal and public areas must be cleaned and photographed after completion.
 - Go to the temporary counter to apply for the check-out inspection.
 - RA or staff will review the cleaned room's photos and proceed with the on-site inspection.
 - Pass the room inspection and return the room key.
 - Complete the check-out inspection and leave the dormitory.
- ✧ Notices
- Refer to the "[第二學期寢室清空指南 Dormitory Clearance Guide](#)" for inspection standards. Submit photos of your cleaned room based on the guide. **On-site inspection only proceeds if the photos meet standards.**
 - You must leave the dormitory with the inspector after finishing the check-out procedure.
 - **Late movers will incur additional fees and penalties in accordance with dormitory policies.**
 - Estimated inspection time ranges from 5 minutes (room is clean and cleared) to 240 minutes (mostly due to uncleaned bathrooms/balconies or multiple inspection failures). Prepare a flexible time for transportation.
 - Inspection types:
 - (1) Personal Inspection: Conducted on your reserved date.
 - (2) Entrusted Inspection:
 - If unavailable, authorize a same-gender dormmate (for Glorious Morn Building) by submitting [the authorized form](#) 3 workdays in advance to SHS Office (Mon–Fri, 9 am–noon, 2 pm.–5 pm). The trustee must complete the inspection during the official dates.
 - Before leaving, the principal must hand over the room key to the trustee. The trustee is responsible for completing the check-out inspection on the designated dates (June 7, 13, or 14). If the trustee is a summer stay resident, they must find time during the designated inspection period to complete the check-out on behalf of the principal.

- Graduating students and exchange students returning to their home countries are not allowed to complete the check-out inspection through authorization, as their departure involves electricity fee settlement, school-leaving procedures, and deposit refunds. If they are unable to check out on the designated dates, they must visit the SHS Office 3–5 working days before leaving to complete the necessary procedures and schedule their check-out time. (Available hours: Mon. to Fri., 9 am.–11 am and 2 pm.–4 pm.; weekdays ONLY.)

III. Room Clearance and Public Area Responsibilities

1. Room Clearance: All personal belongings must be completely removed.
2. Public Area Cleaning Assignments:

Room Type	Balcony	Room Floor	Shoe Cabinet	Sink & Mirror	Sink Floor	Toilet	Shower
Double	Bed 1	Bed 1	Bed 1	Bed 2	Bed 2	Bed 2	Bed 2
Triple	Bed 1	Bed 1	Bed 1	Bed 2	Bed 2	Bed 3	Bed 3
Quad (Sun/Moon)	Bed 1	Bed 1	Bed 1	Bed 2	Bed 3	Bed 4	Bed 4
Quad (Morn)	Bed 1	Bed 1	Bed 2	Bed 2	Bed 3	Bed 4	Bed 4

- (1) The public area cleaning assignments are designated to facilitate the efficiency of the final inspection. All residents are responsible for maintaining cleanliness throughout their stay.
- (2) **The assigned cleaning areas for public spaces may not be changed at will.** It is recommended that roommates schedule a thorough room cleaning together before moving out to meet the check-out inspection standards.
- (3) If the room is not full, follow the smaller room assignment rules.
- (4) For rooms with summer stay students, the assigned public areas will still be inspected. The last one to check out must confirm that all public areas are clean and that power is turned off.

IV. Additional Reminders

1. Deposit Refund: Students not continuing next semester (withdrawal, graduation, exchange return) must complete the required steps in [the refund guideline](#) within the specified period.
2. Storage for Continuing Students: Only available to continuing residents. Refer to “[Storage Room Use Guideline for Summer 2025](#).”
3. Visitors:
 - (1) During check-out period, friends/family can help without registration. Limit to 1-2 helpers. Room entry requires roommate consent.
 - (2) Outside this period, follow [visitor registration rules](#). Both residents and visitors must register at SHS Office (1F, Glorious Morn). Unregistered visitors will incur penalty points.
 - ★ 30 points or unauthorized overnight stays result in eviction.
 - ★ For social or study use, visit the “Shared Space” on 1F, Moonlight Building.
4. Trolley Use: Limited trolleys available at SHS (ID deposit required). 30-minute use limit. Please pack your belongings first or bring your own.
5. Refrigerator Cleaning: Fridges in all dorms will be cleared. Take or consume your food before moving out. Summer fridges for summer residents only.
6. Fall 2025 Check-in: Scheduled for August 31 (Sun.) and September 1 (Mon.), 9:00–12:00 and 13:00–17:00. Details to be announced later.