

The Announcement of the Student Housing Section

Guidelines for residents check out at the end of the 2023 Spring Semester

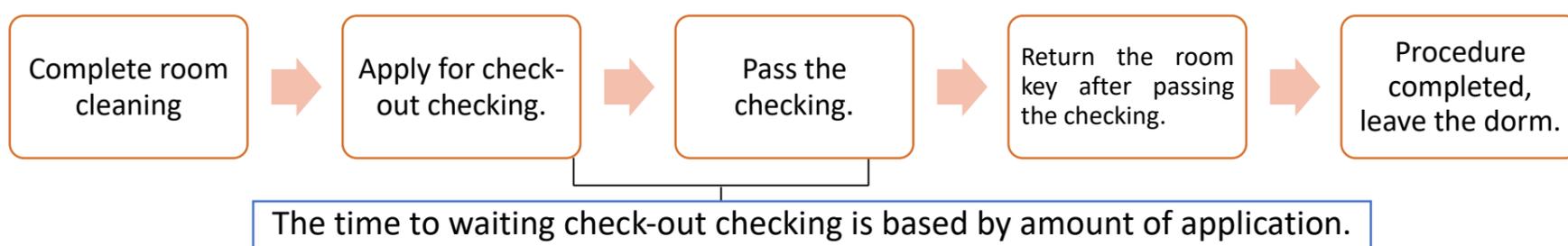
I. Period of check-out checking and points needs to notice

- ※ **The hours of application: 9 am-noon; 1 pm-5 pm every day from June 17 (Sat.) to 21 (Wed.)**
- ※ If you can not check out on June 21 (Wed.) due to having classes or exams on that day, please enclose certifiable documents, and e-mail them to Ms. Wu (annwu6@gm.ntpu.edu.tw) for apply delay-check-out. If it is approved, the deadline for check-out can be postponed until 9 am-noon, June 22.
- ※ Please fill out the questionnaire in [e-learning](#) for booking check-out date. Those who have a booking will be given priority to arrange the check-out procedure.
- ※ **We cannot accept the check-out checking between June 9 (Fri.) to 16 (Fri.).**
- ※ Due to a large number of residents checking out at that time, residents need to wait in line to check out even those who have a plane to catch. Sometimes you need to wait for 30 minutes to 90 minutes. **We kindly recommend you check out as soon as possible. Don't wait until the last minute!**

There are 2 patterns for choice to do check-out checking:

1. **Checking for a single person:** Resident can apply check-out checking at their booking date. The checking area is a personal area and a responsible public area (please refer to the following information for details of area allocation).
2. **Checking by entrusting:** If you can't catch the schedule, **you can entrust other residents who live in the same bldg. (※to avoid inconvenience to other roommates, it needs to be the same sex to principal and trustee if they are from Morn bldg.)** The principal needs to fill "[2023 spring semester Letter of Authorization for Check-Out Procedure](#)" and bring it to the SHS office (1F, morn bldg.) 5 working days before your leaving. The principal must give the key to the trustee before he/she leaves, and the trustee needs to complete checking during the check-out period.

II. Procedure of check-out checking.



※NOTICE:

1. **Resident needs to leave escorted by staff immediately if who completed his/her check. Do not stay in the dorm after checking.**
2. **Resident who didn't check out before the deadline has to pay the fee and will get punishment by the Guideline for the Awards and Punishments of Residents in NTPU Dormitory and other rules.**

III. The rule of cleanout

1. **YOUR ROOM NEEDS TO BE EMPTIED.**
2. Residents should be aware of what they are responsible to clean as part of their room check-out before the inspection (Please refer to the following table). The checking area includes personal areas and public areas.

	Balcony	Shoe Cabinet	Floor	Washbasin (including the floor and mirror in the wet area)	Toilet	Shower
Double room	bed no.1	bed no.1	bed no.1	bed no.2	bed no.2	bed no.2
Triple room	bed no.1	bed no.1	bed no.1	bed no.2	bed no.2	bed no.3

Quad room (moon, sun bldg.)	bed no.1	bed no.1	bed no.1	bed no.2	bed no.3	bed no.4
Quad room (morn bldg.)	bed no.1	bed no.1	bed no.2	bed no.2	bed no.3	bed no.4

- ✧ **Resident change responsible public area is not allowed.** We suggest all residents in the room can clean up at an appointment time your room together for check-out checking smoothly.
- ✧ If there is not a full in your room, you can refer to the table above to adjust the responsible public area as the resident's amount in your room.
- ✧ When the check-out checking, if your roommate not leaving yet or applied summer stay, we'll check your responsible public area to confirm it's clean.
- ✧ The last resident in the room shall cooperate to check all public areas and turn off the power of the room.
- ✧ For the pass standard of checking please refer to the "[The Rule of Bedroom Clearance](#)" enclosed with the announcement.

IV. Refund of deposit

- ✧ For residents who finish the check-out procedure, the deposit will return in November. Please ensure you have already entered your personal account on the Student Information System.
- ✧ **For international students**, please make sure that you apply for the refund from the Student Housing Section in person before your account in Taiwan closed (at least 3 weeks) or you're not likely to take your deposit back. If a resident's account in Taiwan is going to be closed, they can only choose to perform the check-out process as a single person.
- ✧ If residents don't finish the check-out procedure in time, the deposit will be deducted or confiscated, becoming the cleaning fee or the cost of the broken objects.

V. Detail of storage for resident

1. **Storage is not open for residents unless those who are also residents in the fall semester, 2023-2024.**
2. The hour to accept storing: (1) 9 am-noon, 2 pm-4 pm (working day ONLY), (2) Office hours in the Check-out period and Check-in period.
3. The deposited objects should label with **your name, student ID, and cell phone number**. The use of refrigerator labels is strictly prohibited. Please move items to 1F, Morn Bldg. then to the SHS office for storing applications.
4. Except for bedding (mattress, bed quilt, and pillow), electric fan, and mini-fridge, other deposited objects should be packed in a box. Objects which not been packed in box are not allowed to leave in the storage area.
5. **Please DO NOT put food, things that tend to be rotten, and other dangerous stuff** inside the storage area. The resident who does not obey the regulation and causes the storage area or others' property damage will be charged for the damage and disqualified from the store in the future.
6. Please do not deposit valuable objects. The dormitory will not be responsible for your loss.
7. Please receive the deposit objects with your student ID card. If you don't pick up your deposited objects before Sept. 22, the deposited objects will be thrown away.

VI. Other things you need to know

1. The visitors are acceptable until 2 per resident, the stay time is 2 hours for limit.
2. **There are a few carts for lending, residents who want to lend need to SHS office and offer the license for exchange. The use time is 30 minutes for the limit.** Please packed before lending to save time.
3. The refrigerators will be emptied during summer vacation, please run out of your food before your check-out or take it away.
4. Check-in date of the fall semester, 2023-24: Aug. 31 (Thur.) to Sept. 2 (Sat.), 9 am-noon, 1 pm – 5 pm every day. The detail is as the announcement which will be announced on about Aug.