

The Announcement of accommodation registration for Winter Stay

- I. Winter Stay can be applied by residents who live in the dormitory for the 2023 Fall Semester ONLY.
- II. **The application is online.** Please go to the "[Online Form](#)" to apply. (A Google account for NTPU is needed, e.g.: xxxxxx@gm.ntpu.edu.tw)
- III. Schedule of the winter dormitory application (**If the registration is not completed before the deadline, it means the applicant has given up their rights. Late applications are not accepted.**)

Before Dec. 18 (Mon.), 2024	Winter Stay Application	Apply through the Online Form . The application can be changed until the deadline. The correction is not accepted after the deadline.
Jan. 2 (Tue.) –Jan. 6 (Sat.), 2024	Payment	Print out the bill on the Land Bank payment system and pay the payment.
Until Jan. 9, 2024(Tue.)	Receipt-check	Please e-mail the image of your receipt (a photo or PDF) to Ms. Wu's e-mail (annwu6@gm.ntpu.edu.tw); E-mail title: [Receipt Check] Student ID & Name.). The bed can't be arranged unless the applicant's payment is confronted.
Jan. 11, 2024 (Thur.)	Residents List during the Winter Stay	Announced on the student housing section website .

- IV. Types and charges of the winter stay (The bed in the Morn Building ONLY is available for winter stay.)

Type	Period	Charges
Full-term	Above 7 nights	Morn. Bldg.: TWD 3,750 (Standard) / 3,800 (Increase) Electricity will be charged separately after your stay.
Short-term	7 nights Maximum	<ul style="list-style-type: none"> ➤ Sun, Moon, and Star Bldg.: TWD 165/per night. Morn Bldg.: TWD 300/per night. (Electricity fees are included.) ➤ The application period must be consecutive. Residents need to check in/out between 9 AM and 4 PM. ➤ The check-in and check-out are unacceptable during the Lunar New Year holiday period (February 8-14).

★According to [National Taipei University Student Dormitory Guidance and Management Regulations](#), **there is no refund after the accommodation fee is paid.**

V. Additional Information:

- (1) The winter stay period is from Jan. 12 (Fri.) to Feb. 16 (Fri.), 2024. Residents must move to the Glorious Morn Building if they intend to apply for winter stay accommodation.
- (2) **A lottery drawing may be used if the winter-stay applicants outnumber the vacant rooms.**
- (3) Those who are required to stay on campus upon notification after Dec. 18th may file for an application by emailing Ms. Wu (annwu6@gm.ntpu.edu.tw), and proof documents are needed. Please note that **such a waiver is only for students taking additional courses, conducting research projects, or other academic activities.**
- (4) **Drawers and wardrobes with the original residents' possessions are not for use during the winter stay.** Winter-stay residents may use the desk, bookshelves, shoe shelves, and bed only.
- (5) **During the Lunar New Year (Feb. 9~Feb. 12, 2024), all services, including but not limited to key and access card rentals, check-in and check-out, and visitor registrations will be suspended except for emergencies. Details are on "Tips in the Lunar New Year" which will be issued during mid-January.**
- (6) The maintenance of works in the dormitory will be held during winter vacation. Announcements will be posted before the maintenance. Please co-operate if necessary.
- (7) Check-in and check-out dates are as follows:
 - ✂ Check-out – Jan. 7 (Sun.) ~Jan. 8 (Mon.) and 12 (Sat.), 2024
 - ✂ Check-in – Feb. 17 (Sat.) ~Feb. 18 (Sun.), 2024

VI. Schedule of moving-in and moving-out:

Residents who have applied for the winter stay won't need to check out at the check-out period.

Please follow the dates below:

i. Moving in.

Date	Note
From Jan. 12 (Sat.) 5 PM	The winter stay begins. Residents who need to stay on Jan 12 th and the days onward must apply for the winter stay.
Jan. 18 (Thur.) 9 AM ~ noon 1 ~ 4 PM	Residents of Morn Bldg. move to the room arranged.
Jan. 19 (Fri.) 9 AM ~ noon 1 ~ 4 PM	Residents of Sun Bldg. and Moon Bldg. and Star Bldg. move to the room arranged.
	<ul style="list-style-type: none"> ➤ Residents who stay in the same room in Morn Bldg. need to head for the first floor of the Morn Bldg. to apply for a check of common areas on Jan. 18. ➤ Collecting the room key for the winter stay on the first floor of the Glorious Morn Building→ Moving personal items to the room during the winter stay and cleaning the original room→ Checking out and returning the original room key.

ii. Moving out.

Date	Note
Last day of your stay 9 AM ~ noon, 1 ~ 4 PM	<ul style="list-style-type: none"> ➤ The procedure of check-out: Emptying your room during the winter stay→Checking out and returning your room's key. ➤ Residents must comply with exit checks which cover personal and common areas in the room.
Before Feb. 15 (Thur.) Every day* from 9 AM ~ noon, 1 ~ 4 PM *Except Feb. 8-14	<ul style="list-style-type: none"> ➤ Check-out of students who no longer live in the dorm. ➤ Residents who are also graduates, dropouts, and transfer students must check out within a week after the completion of the school leaving (clearance) procedure.

iii. Moving into the room in the 2024 Spring Semester.

Date	Note	
For residents who have no stay during the Lunar New Year*1 Feb. 6 (Tue.) 9 AM ~ noon, 1 ~ 4 PM	<ul style="list-style-type: none">➤ Residents who stay in the same room in Morn Bldg. need to head for the first floor of the Morn Bldg. to apply for a check of public areas on Feb. 15.➤ Collecting the room key for the next semester in the SHS office → Moving personal items to the room for the next semester and cleaning the winter stay room → Checking out and returning the room key for the winter stay.➤ *1 For residents who have no stay during the Lunar New Year schedule as follows	Feb. 6 Move personal items to the room of the 2024 Spring semester and finish check-out of winter stay.
For residents who have stayed during the Lunar New Year Feb. 15 (Thur.) 9 AM ~ noon, 1~4 pm		Feb. 6~14 No accommodation (Access permission will be canceled)
		After Feb. 15 Check in and collect the key for the room for the Spring semester of 2024.
Feb. 16 (Fri.) 9 AM ~ noon, 1 ~ 4 PM	Residents of Sun Bldg. and Moon Bldg. and Star Bldg. move to the room arranged in the 2024 Spring Semester.	
	Residents of Morn. Bldg. move to the room arranged in the 2024 Spring Semester.	
Feb. 17 (Fri.) ~ 18 (Sat.) 9 AM ~ noon, 1 ~ 5 PM	Check-in period of the 2024 Spring Semester. The announcement will be released before the check-in procedure.	

Notices

- **Check-out checking will include an inspection of personal and public areas in the room.**
- Those who cannot follow the schedule must move their personal belongings to the storage room and check out in advance. Check-in services are available upon request.
- Check-out Procedure – Proceed to the office to apply for an exit check and complete an inspection form → An exit check is conducted in the room by the SHS staff (Criteria listed on the checkout list).
- **Residents who didn't move out or check out before the deadline have to pay the fee and will get 16-20 demerit points following the Guideline for the Awards and Punishments of Residents in NTPU Dormitory.**