

# 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.
- 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.)**

<b>Nov. 22(Fri)- Nov. 28(Thur.)</b>	<b>Winter Stay Application</b>	Apply through the <a href="#">Online Form</a> . The application can be changed until the deadline. The correction is not accepted after the deadline.
<b>Dec. 11(Wed.)- Dec. 17(Tue.)</b>	Payment	Print out the bill on the <a href="#">Land Bank payment system</a> and pay the payment.
<b>Until Dec. 18(Wed.)</b>	Receipt-check	Please e-mail the image of your receipt (a photo or PDF) to Ms. Wu's e-mail ( <a href="mailto:annwu6@gm.ntpu.edu.tw">annwu6@gm.ntpu.edu.tw</a> ); E-mail title: [Receipt Check] Student ID & Name.). The bed can't be arranged unless the applicant's payment is confronted.
<b>Dec. 26 (Thu.)</b>	Residents List during the Winter Stay	Announced on <a href="#">the student housing section website</a> .

- 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) Electricity will be charged separately after your stay.
Short-term	7 nights Maximum	<ul style="list-style-type: none"> <li>➤ Sun, Moon, and Star Bldg.: TWD 165/per night. Morn Bldg.: TWD 300/per night. (Electricity fees are included.)</li> <li>➤ The application period must be continuous. Residents should check in or out between 9:00 AM - 12:00 PM or 1:00 PM - 4:00 PM.</li> <li>➤ The check-in and check-out are unacceptable during the Lunar New Year holiday period (Jan. 25-Feb. 2).</li> </ul>

★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) Winter stay period: January 4, 2025 (Saturday) to February 13, 2025 (Thursday). 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 Nov. 22<sup>nd</sup> may file for an application by emailing Ms. Wu ([annwu6@gm.ntpu.edu.tw](mailto: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) **Check-in and Check-out procedures can't be accepted from Jan. 25 to Feb. 2, 2025. During the Lunar New Year (Jan. 28~31, 2025), all services, including but not limited to key and access card rentals, 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. 3(Fri.) ~Jan. 4 (Sat.), 2025
  - ✧ Check-in – Feb. 14 (Fri.) ~Feb. 15 (Sat.), 2025

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

Residents beginning their winter stay on January 4 do not need to check out during the regular check-out period on January 3 and 4. Please proceed with moving and inspection during the designated period afterward. Refer to the table below for detailed timings: (The date below is all 2025)

### i. Moving in.

Date	Note
From Jan. 4 (Sat.) 5 PM	The winter stay begins. Residents who need to stay on Jan 4 and the days onward must apply for the winter stay.
Jan. 8 (Wed.) 9 AM ~ noon 1 ~ 4 PM	Residents of Morn Bldg. move to the room arranged. ➤ 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. 8. ➤ 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.
Jan. 9 (Thur.) 9 AM ~ noon 1 ~ 4 PM	Residents of Sun Bldg. and Moon Bldg. and Star Bldg. move to the room arranged.

### ii. Moving out.

Date	Note
Last day of your stay 9 AM ~ noon, 1 ~ 4 PM	Last day for residents of short-term stay to check out ➤ Residents who are also graduates, dropouts, and transfer students must check out within a week after the completion of the school leaving (clearance) procedure.
Before Feb. 10 (Mon.) Every day* from 9 AM ~ noon, 1 ~ 4 PM *Except Jan. 25~Feb. 2	Check-out of students who no longer live in the dorm. ➤ Check-Out Procedure: Please empty your winter stay room, complete the check-out process, and return your room key.

### iii. Move into the room in the 2025 Spring Semester.

Date	Note
Feb. 10(Mon.) 9am~noon 1pm~4pm	Residents of Sun/ Moon/ Star Bldg. move to the room arranged in the 2025 Spring Semester. ➤ 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 Feb. 11.
Feb. 11(Tue.) 9am~noon 1pm~4pm	Residents of Morn Bldg. move to the room arranged in the 2025 Spring Semester. ➤ Receive the room key for the 2025 Spring Semester → Move personal items to the room of the 2025 Spring Semester→ Clear and clean the room of Summer Stay → Check-out→ Pass the checking & Return Summer stay key.
Feb. 14(Fri.)~ 15(Sat.) 9am~noon 1pm~5pm	For the check-in procedures for the 2025 Spring Semester, please refer to upcoming announcements on the Student Housing Office website.

### Notices

- **Check-out checking will include inspecting 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.
- The schedule of storage:
  - On Winter vacation: 10-11 AM. And 2-3 PM. Weekdays. (Unavailable on holiday.)
  - Day of Check-in and Check-out: 9 AM-noon, 1-5 PM.
  - For details, please refer to [the storage room usage guidelines](#).
- **Residents who do not complete check-out procedures by the deadline will incur a fee and receive 16-20 demerit points, according to the Guideline for Awards and Punishments in NTPU Dormitory.**