

Notice on 2025 Summer Vacation Dormitory Application for Sanxia Campus Residents

Office of Student Affairs, Student Housing Section
National Taipei University
2025/4/24

Eligibility: Dormitory residents of Sanxia Campus for the spring semester of the 2025. Current graduating students who wish to apply for summer stay must complete their check-out procedure within seven days after receiving their diploma. Please pay attention to the relevant schedule.

Summer Stay Period: June 14 (Friday) to August 22 (Friday). Residents who need accommodation starting from the evening of June 14 (Saturday), or those who plan to check in earlier than August 30 (Saturday), must apply for summer housing.

Application Timeline

- **4/28 (Mon) – 5/5 (Mon): Application**
Fill out [the online form](#). You may submit the form multiple times. The last submission will be considered final. No changes can be made after the deadline.
- **5/19 (Mon) – 5/23 (Fri): Payment**
Pay via bank transfer or cash at the bank/convenience store. Download your payment slip from [the Land Bank of Taiwan website](#).
- **By 5/25 (Sun): Receipt Submission**
Take a photo of your payment receipt and email it to the staff at annwu6@gm.ntpu.edu.tw with your student ID and name in the subject line. Your summer housing will be arranged after payment is confirmed.
- **6/11 (Wed): Bed Assignment Announcement**
Check the latest announcement on [the SHS website](#).

****Applications that are not completed on time will be considered invalid and cannot be processed afterward.****

Types of Summer Stay and Fees (The bed in the Morn Building ONLY is available for summer stay.)

Full-term	More than 7 nights Standard bed: NT\$7,500; Large bed: NT\$7,600 (Electricity billed separately)
Short-term	7 nights or fewer Sun or Moon or Star: NT\$165/night; Morn: NT\$300/night (Not available in segments)

As per the National Taipei University Student Dormitory Guidance and Management Regulations, summer housing fees are non-refundable after payment. If applying due to summer courses, please confirm the course is open before applying.

Additional Notes

- Centralized housing is implemented during summer; original rooms and beds are not reserved.
- All summer stay is provided at Glorious Morn Building. If the number of applicants exceeds available beds, a lottery will be conducted.
- If your application is delayed due to official university arrangements announced after the deadline (e.g., additional courses or research projects), email your proof (e.g., announcement, emails) to Ms. Wu Pei-Fen at annwu6@gm.ntpu.edu.tw.
- Freshmen of the 2025 Fall semester who need summer stay due to summer courses or lab work should follow the separate instructions in [the announcement](#).
- **The following campus maintenance activities will take place during the summer: high-voltage equipment maintenance, water tank cleaning, dormitory disinfection, and room repairs/cleaning. Residents must cooperate with SHS announcements.**
- Opening/closing schedules will be announced separately on [the SHS website](#).

Schedule for Check-in, Relocation, and Check-out of Summer Stay

June 14 (Sat) to the relocation date	Please stay in your original room until the relocation day.
June 19(Thu.) & 20 (Fri)	<ul style="list-style-type: none"> ● Glorious Morn Building residents move to assigned rooms . ● Glorious Morn residents staying in original rooms must request common area inspection at 1F office.
June 23 (Mon) & 24 (Tue)	Residents from Sun, Moon, and Star Buildings move to assigned rooms.
By August 22 (Fri)	Final move-out for students not staying in 2025 Fall semester.
August 24 (Sun.) & 25 (Mon.)	Residents of Sun/ Moon/ Star Bldg. move to the room arranged in the 2025 Fall Semester.
August 26 (Tue.)	Residents of Morn Bldg. move to the room arranged in the 2025 Fall Semester.

Additional Reminders

- Residents continuing stay from June 14 do not need to participate in the 2025 spring semester end check-out. Please stay in your original room until the relocation day.
- Exceptions:
 - Those unable to comply with the summer move-in schedule must complete check-out during the 2025 spring semester check-out period and store their belongings (refer to [The notice of using the storage room in sanxia campus dormitory in summer vacation, 2025](#)). They may check in for summer stay and retrieve their items upon return.
 - Those assisting others with check-out must complete the task during the 2025 spring semester period.
- **Late movers must pay a fee and may be penalized according to housing regulations.**
- **Move-in/check-out hours: 9:00–11:30 AM and 1:30–3:30 PM (Weekdays only).**
- All public and private areas of rooms will be checked during summer check-out.
- Check-out standards: refer to "[Dormitory Clearance Guide](#)" .
- Those unable to follow the schedule must store items and finish check-out in advance.
- **Relocation Process:**
 - (1) Pick up summer room/ 2025 Fall Semester room key at the SHS office.
 - (2) Move personal items & clean original room.
 - (3) Take a photo showing completed cleaning.
 - (4) Request inspection with photo; inspection will only proceed if approved.
 - (5) Return original room key after passing inspection.
- **Check-out**
 - (1) Clean and vacate summer room.
 - (2) Take photo of cleaned room.
 - (3) Request inspection with photo; inspection will only proceed if approved.
 - (4) Return original room key after passing inspection.