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| **Tzu Chi University Dormitory Application Form for International Visits/Exchange Students/Special Cases** | | | | | | | | | | | | | | | | | | | |
| Application Office | |  | | | | | | | Application Date | | | |  | | | | | | |
| Reason of Application | |  | | | | | | | Person in Charge/Tel. no. | | | |  | | | | | | |
| Contact Student of Dormitory Assistance | | | | |  | | Student ID | | 106971104 | | | Tel. no. |  | | | Room no. | | | B221-4 |
| Description | | I. Implemented in accordance with Tzu Chi University Short-term Accommodation and Group Accommodation Dormitory Application and Management Rules.  II. International visits/exchange students/special cases have access to assistances provided by the school’s administrative units and the student dormitory, and a contact person reserved for administrative help purposes.  III. Dormitory bed arrangements are assigned by the Student Life Guidance Office。  IV. Note：  (i)Moving In and Out：  1. Students are required to enter and leave the dormitory according to their assigned accomodation and time, whilst complying with the dormitory regulations.  2. The check-in time is 10 a.m. on the very day upon application; the check-out time is before 10 a.m. on the day before the application deadline. Keys should be returned to the Dormitory Duty Room during check-out.  (ii)Dormitory Curfew:  1. The dormitory entrance will be closed from 11p.m. to 6a.m. the following day.  2. Those who do not stay in the room between 11:00 pm and 6:00 pm the next day, should complete the application form which should receive confirmation from the administrative unit, following by notifying the Student Life Guidance Office, and should leave the dormitory before 11:00 pm.  3. Staying off campus: The gate will be closed at 11p.m. If there are special circumstances, students should seek approval from the Dormitory Duty Room before leaving.  (iii) Dormitory Safety:  1. The total personal power consumption of electrical appliances in the dormitory must not exceed 250W to maintain the safety of the dormitory.  2. Cooking is forbidden in the dormitory area other than the pantry.  3. Students are not allowed to store prohibited or flammable items in the room.  4. It is forbidden to install electric heaters, refrigerators, or privately connect any power sources in the dormitory area to ensure safety.  5. Foreign guests, relatives, friends or classmates of the residents are not allowed to stay overnight.  (iv) Residency Precautions：  1. Smoking, drinking alcohol, gambling and illegal drug usage is strictly prohibited on school grounds.  2. Damaged public property shall be compensated with the original price.  3. Pets are strictly prohibited in the dormitory.  4. Students should reduce waste and recycle. According to the announcement from the Dormitory Life Guidance Team, if you need assistance, please refer to the Housing Front Desk Staff.  5. Please turn off electricity and water to save energy. The time for hot water supply for each dormitory room is 6 p.m. to 1 a.m. Each dormitory is equipped with 24-hour hot water supply, if you have any enquiries, please contact the Housing Front Desk Staff.  (v) For exchange students without a student ID, please fill in the number for the international exchange visit or special cases approval ID for the “Student ID” field.  (vi) If you have any further inquiries, please contact Mr. Lee the Division of Life Guidance, Office of Student Affairs, through [email:kflee@mail.tcu.edu.tw](mailto:email%3Akflee@mail.tcu.edu.tw) or phone (03)856-5301 #1228. | | | | | | | | | | | | | | | | | |
| No. | Student ID | | | Name | | | Faculty | | | | Sex | Date of Stay (Begin and End) | | | No.of Days | | | Room/Bed No. | |
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| Administrative Management Unit Contact Person/ext. | | | Application Unit (Miscellaneous Expenses Bill no) | | | Dean of Faculty | | Student Life Guidance Office | | Accounting Office– Budget Expenditure  (Miscellaneous Expenses Bill no.) | | | | Cashiers Office–Cash Payment  (Accomodation Fee Payment) | | | Student Life Guidance Office (Case Closure Confirmation) | | |
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