



Tzu Chi University
Student Application for Off-campus Living

 Last or Family Name First Middle Student ID#

Room # _____ Bed# _____ (if applicable)

The student's bank account for refund (If refund is applicable)

Bank name: _____ Account name: _____ Account no: _____

 Student Signature Date Parent/Guardian Signature Print Name Date

 Adviser Signature Date

| Housing Front Desk Staff | Y/N | Life Guidance Staff | Y/N |
|---|------------|---|------------|
| Is the room properly cleaned and vacated? | | Has Housing Front Desk Staff gone through each item on the checklist? | |
| Are the room and furniture undamaged? | | Has student adviser agreed on student's living off-campus? | |
| Has the parent/guardian approved? | | Is the student deleted from University housing system? | |
| Has the student removed from the room registration? | | Has the checklist been filled in completely? | |
| Has the student provided the bank account information for refund? | | Has the student been informed when and how much would be refunded? | |

Signature of Housing Front Desk Staff _____ Date _____

Signature of Life Guidance Staff _____ Date _____

Signature of Life Guidance Chief _____ Date _____

Signature of Dean of Student Affairs _____ Date _____

Note:

1. Students must observe TCU regulations and attend school events, regardless of their residence status.
2. The students' behavior off-campus is the responsibility of the parents/guardians, although TCU does its best to provide counseling and guidance.
3. Students applying to move out from the University housing shall return the housing room and its furniture/equipment in good conditions and shall be responsible for any loss or damage.
4. In case a refund of University housing fees is necessary, the amount calculation is based on the date when the formalities are cleared at the University housing office.
5. The student is responsible to inform the parent/guardian of the refund received.

