

國立臺北教育大學臥龍外籍生宿舍使用管理要點

National Taipei University of Education

Management Guidelines for Use of Wolong Dormitory by International Students

一、本校為有效推動國際交流，鼓勵優秀外國學生來臺求學，考量外籍生住宿需求，特訂定「國立臺北教育大學臥龍外籍生宿舍使用管理要點」（以下簡稱本要點）。

I. To effectively promote international exchanges, the University encourages outstanding international students to study in Taiwan. In consideration of their accommodation needs, the University has formulated the “National Taipei University of Education Management Guidelines for Use of Wolong Dormitory by International Students” (hereinafter referred to as the Guidelines).

二、申請資格

II. Application Eligibility

經本校外國學生申請入學錄取之碩、博士班學生。

Master's Program and Doctoral Program international students admitted into the University.

三、申請程序與注意事項

III. Application Procedure and Important Notices

本宿舍設址臺北市大安區和平東路 2 段 136 巷 22 號，設有 2 間房 8 床 (A 房 2 床、B 房 6 床)，並設有交誼廳(含客廳、餐桌、流理台)及讀書區，申請程序說明如下：

The dormitory is located at No.22, Heping East Road Section 2 Lane 136, Da'an District, Taipei City. The dormitory has 2 rooms with 8 beds (2 beds in Room A and 6 beds in Room B), a common hall (including a lounge, dining table and sink) and reading area. The application process is as follows:

(一) 申請人在接獲入學許可後，即可上網填寫住宿申請單(如附件 1)，在明瞭本要點後，填寫住宿同意切結書(如附件 2)，並經學務處生輔組核准後，始安排入住(住宿申請若超過床位人數，則進行

公開抽籤)。

- (1) Applicants can fill out the accommodation application form online upon notification of admission into the University (Attachment 1). Applicants should read and understand the Guidelines, and sign the Accommodation Agreement Waiver (Attachment 2). Upon approval by the Office of Student Affairs Division of Daily-Life Guidance, applicants may arrange to move in (if the number of applicants exceeds the number of beds, an open lottery system will be used).
- (二) 因宿舍採自主性管理，本校會視床位情形進行分配，如不適合上鋪住宿者，請勿申請住宿。
- (2) The dormitory is independently managed and the University allocates bed space according to availability. Applicants who cannot sleep on upper bunks should not apply for accommodation.

四、租用費用與繳費方式

IV. Lease and Payment Method

- (一) 住宿繳費以學期為原則(上學期含寒假、下學期含暑假)；收費房型分 A 房、B 房。A 房(2 人房) 每個月每床\$4,200 元，一學期(6 個月)總計須繳\$25,200 元。B 房每個月(6 人房)每床\$3,600 元一學期(6 個月)總計須繳\$21,600 元。費用包含水、電費(冷氣費用另計)，另住宿者須付一個月押租金，退宿則依比例退費。
- (1) Rent is paid by the semester (First semester includes winter break, and second semester includes summer break). Charges are based on room types A and B. Room A (2-person room) is NT\$4,200 per month per bed, totaling NT\$25,200 for one semester (6 months). Room B (6-person room) is NT\$3,600 per month per bed, totaling NT\$21,600 for one semester (6 months). The rent includes water and electricity (extra charges for air-conditioning). A deposit of one month of rent is required and refunded pro-rata when accommodation is terminated.
- (二) 申請人須至生輔組填寫宿舍住宿費用明細表(如附件 3)，經生輔組確定繳費金額(含一個月押金)後至出納組繳費，應全額支付，須在一星期內繳納，並將收據繳至生輔組辦理後續進住事宜。
- (2) Applicants must complete the Dormitory Expense Form (Attachment 3) at the Division of Daily-Life Guidance to determine

the total charges (including deposit of one month of rent), and pay at the Division of Cashier. Applicants must pay charges in full within one week, and present the receipt to the Division of Daily-Life Guidance for further move in arrangements.

五、使用規範

V. Accommodation Regulations

- (一) 床位統一由管理單位分配，不得有獨佔或拒絕(騷擾)室友入住之行為，超過申請居住時間，經宿舍管理單位通知起 2 日內仍不搬離者，本校將會同相關單位清空寢室內個人物品。若違反相關規定，本校有權終止租用，不須退還押金並得要求於期限內搬離恢復原狀。若因個人過失致公共設施損壞時，除扣押金外，不足部分須補足差價。
- (1) Bed space is allocated by the Management, and applicants may not monopolize the room or refuse (harass) access to room-mates. Residents over-staying the deadline for approved accommodation shall be notified by the dormitory Management to move out within 2 days; otherwise, the University shall contract relevant units to clear the room of personal belongings. The University reserves the right to terminate the lease of residents found in violation of relevant regulations, withhold the deposit, and require residents to move out and return the room to its original condition within a specified period of time. Cost of damages to public facilities caused by personal negligence shall be deducted from the personal deposit, with outstanding balance payable.
- (二) 住宿生皆應遵守用電安全，不得使用負載過大電器用品，宿舍用電有不正常狀況或斷電時，應通報總務處營繕組(如附件 4)派員處理，不可私自修理，以避免發生意外。
- (2) Dormitory students shall observe electrical safety, and may not use electrical appliances with excessive load. In case of electrical abnormality or power failure in the dormitory, students should notify the Office of General Affairs Division of Maintenance (Attachment 4) for repairs. To avoid accidents, students shall not conduct their own repairs.
- (三) 貴重物品與錢財請妥善保管，為確保住宿安全，離開宿舍門窗要上鎖，鑰匙不得複製，遺失時請至學務處生輔組繳交 NT\$200 申

請補發。

- (3) Please safe-keep valuables and money. To ensure dormitory safety, lock the doors and windows when leaving. Keys shall not be duplicated. Report loss of keys to the Office of Student Affairs Division of Daily-Life Guidance and pay NT\$200 for replacement.
- (四) 宿舍內清潔、安寧及安全由使用人共同維護，垃圾須依資源回收分類，置放在本校清潔回收場
- (4) Residents shall jointly maintain the cleanliness, quiet and safety of the dormitory. Garbage must be sorted for recycling and placed in the University's recycling center.
- (五) 請同學請務必詳閱「本校學生宿舍住宿申請及輔導管理辦法辦理」後再行申請，如有違反住宿相關規定者，將依此辦法辦理。
- (5) Students must carefully read the University's Guidelines for Application, Supervision, and Management of Student Dormitories before applying. Violations of relevant accommodation regulations will be handled accordingly.

六、本要點經行政會議通過，陳請校長核定後實施。

VI. The Guidelines have been approved by the Administrative Meeting, and implemented following approval by the University President.

國立臺北教育大學

學年度第

學期

臥龍外籍生宿舍申請表

姓名		性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女	
系(所)		學制別	碩士班 <input type="checkbox"/>	博士班 <input type="checkbox"/>
學號		出生日期		
申請日期		聯絡電話		
申請入住時間		緊急聯絡人及電話		
申請應附文件	<input type="checkbox"/> 註冊證明書 <input type="checkbox"/> 切結書			
審核簽章	宿舍業管教官		生輔組長	
	學務長			
審核結果				

National Taipei University of Education

____SY, _____Semester

Wolong Dormitory Application for International Students

Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Department (Graduate School)		Program	Master's <input type="checkbox"/> PhD <input type="checkbox"/>
Student no.		Date of birth	
Date of application		Contact no.	
Residence schedule		Emergency contact person and tel. no.	
Application documents	<input type="checkbox"/> Certificate of Enrolment <input type="checkbox"/> Waiver		
Review results			

國立臺北教育大學

臥龍外籍生宿舍切結書

茲聲明本人_____已詳讀「臥龍外籍生宿舍使用管理要點」及「本校學生宿舍住宿申請及輔導管理辦法」內容，並願遵守上開管理要點事項，如有違規情事，願依管理要點規定處置。若因個人過失致公共設施損壞時，除扣押金外，不足部分須補足差價。

此致

學生： (簽名)

學制班級學號：

聯絡電話：

中華民國 年 月 日

National Taipei University of Education Waiver for Use of Wolong Dormitory by International Students

I, _____, have carefully read the terms and conditions stated in the “Management Guidelines for Use of Wolong Dormitory by International Students” and “Guidelines for Dormitory Residence Application and Counseling Management” and have agreed to abide by them. I have also agreed to accept any punishment meted out in accordance with the guidelines for any violations. In addition, should public property be damaged as a result of personal negligence, deductions will be made accordingly from my deposit and I agree to pay any uncovered balance.

Sincerely yours,

Student Signature:

Student no:

Tel. no:

Date:

國立臺北教育大學「臥龍外籍生宿舍住宿費用明細表」

申請人		連絡電話	
申請日期	年 月 日 (星期)	住宿(學期)	<input type="checkbox"/> 上學期(含寒假)(每年9月至隔年2月) <input type="checkbox"/> 下學期(含暑假)(每年3月至隔年8月)
住宿日期	年 月 日 (星期) 至 年 月 日 (星期)		
收費標準		費用(新台幣)	使用規範
<input type="checkbox"/> A 房 NT \$ 4,200 元每床/月，一學期 \$25,200 元 <input type="checkbox"/> 押金一個月\$ 4,200 元			1. 宿舍內包含客廳、書房、浴室、廁所、臥室 2. 房間數量 8 床 A 房 2 床 B 房 6 床
<input type="checkbox"/> B 房 NT \$ 3,600 元每床/月，一學期 \$21,600 元 <input type="checkbox"/> 押金一個月\$ 3,600 元			
應繳住宿費總計(新臺幣)		\$	

※注意事項：

- 一、申請住宿同學在接獲住宿通知後，應至生輔組填寫住宿費用明細表，俾瞭解住宿費用計算。
- 二、申請人應在開立住宿費用明細表後一星期內完成宿舍費繳納。
- 三、完成本表填寫後，請至出納組繳費，憑收據至學務處生輔組辦理後續入住事宜。

審核簽章	
生輔組管理員	
生輔組組長	
學務長	
敬會出納組	

National Taipei University of Education
 “Accommodations Expense List for Use of Wolong
 Dormitory by International Students”

Applicant		Tel. No.	
Application Date	$\frac{\quad}{\text{mm}} / \frac{\quad}{\text{dd}} / \frac{\quad}{\text{yy}}$ () <small>day of week</small>	Residence (Semester)	<input type="checkbox"/> 1 st semester (including winter break) (September of this year through February of the following year) <input type="checkbox"/> 2 nd semester (including summer break) (March of this year through August of the following year)
Dates in residence	$\frac{\quad}{\text{mm}} / \frac{\quad}{\text{dd}} / \frac{\quad}{\text{yy}}$ () through $\frac{\quad}{\text{mm}} / \frac{\quad}{\text{dd}} / \frac{\quad}{\text{yy}}$ () <small>day of week</small>		
Fee Standards		Amount (NT\$)	
<input type="checkbox"/> Room A NT\$4,200/bed/month, NT\$25,200 for one semester <input type="checkbox"/> Deposit- 1 month, NT\$4,200		1.Dormitory includes living room, study, bathroom, toilet, and a bedroom 2.No. of beds: 8 beds Room A- 2 beds Room B- 6 beds	
<input type="checkbox"/> Room B NT\$3,600/bed/month, NT\$21,600 for one semester <input type="checkbox"/> Deposit- 1 month, NT\$3,600			
Total Amount (NT\$)		\$	

※Reminders:

1. Students applying for dorm accommodations must fill out the “accommodations expense list” at the Division of Daily-Life Guidance to understand the fee structure once they have received a notice of accommodation.
2. Applicants must pay all the requisite fees within a week after submitting the “accommodations expense list.”
3. After filling out this form, please go to the Division of Cashier to make the payment and bring the receipt to the Life Counseling Group to move on to the next step of the accommodation process.

Signature	
Daily-Life Guidance Manager	
Daily-Life Guidance Director	
Dean of Student Affairs	
Division of Cashier	

國立臺北教育大學國際學生宿舍修繕申請單

Maintenance & Repair Form for NTUE Dormitory

申請日期 Application Date	
申請人 Name	
系所 Department	
學號 Student ID Number	
電子信箱 E-mail	
維修地點 Location for repair work	
維修項目 Items to be repaired	
補充說明 Please provide any other details (if any)	
備註 Remarks	請填寫表格後送交總務長室辦理申請作業。 Please send the filled form to the Dean of General Affairs Office (Administration Building 1F. - A102).