

109 年暑假退宿及暑期留宿搬遷活動須知

Announcement of Dorm Withdrawal and Dorm Removal

工作內容 Work Content	日期 Date
學期退宿 Dorm Withdrawal and Dorm Removal	6/24 13:30-17:30 6/25 09:00-17:30 6/26 09:00-12:00
交換暑留鑰匙 Key exchange for summer stay 1. 6/27 開始留宿者 For those whose summer stay starts from 6/27 2. 6/28 以後留宿者 For those whose summer stay starts after 6/28	1. 6/26 12:00 後至宿舍管理室領取 Collect at the security room after 12:00 pm on June 26 th 2. 於入住當天 12:00 後至管理室領取 Collect at the security room after 12:00 pm on moving-in day
暑留結束日為 8/21 前者 For those whose summer stay is before Aug. 21 st	於申請結束日之中午 12:00 前完成退宿 Complete moving out before 12:00 pm on the last living day as the application
109 學年度住宿生交換鑰匙 Key exchange for the residents of academic year 109	8/25 8:00 am-12:00 pm
109 學年度住宿生完成搬遷 Complete moving in for the residents of academic year 109	8/25

★本年度受新冠肺炎疫情影響，非本校師生不得於校內行動。

請住宿生在行李搬運至風雨球場/臨時放置區後，再通知家長開車進入校園，並將愛車停放至臨時停車場上行李。行李未搬運完畢者，車輛不得進入校園。

Due to COVID-19, non-school teachers and students are not allowed to enter in the campus.

Residents please inform your parents to drive into the campus and park at the temporary parking lot after moving all luggage to the Sports Dome/ temporary storage area.

The vehicle cannot enter the campus if the luggage has not been done the moving.

1. 本學期退宿日期為 6/24 (13:30-17:30)、6/25 (09:00-17:30)、6/26 (09:00-12:00)，住宿退宿時須請樓長、副樓長確認房間狀況（所有物品都清空、徹底檢查環境整潔，並關閉水電、空調、窗戶，門不鎖）並繳回鑰匙才算完成退宿。住宿生需在 6 月 26 日 12:00 前完成退宿。

The date for dorm removal will be on 6/24(1:30 pm-5:30pm), 6/25 (09:00 am-5:30 pm) and 6/26 (09:00 am-12:00 pm). Students will need to ask floor leaders to check the room (check all the stuff is clear, the surrounding is neat or not, turn off electricity power and air-conditioner, close the windows, and leave the door unlocked) and return the key to complete the removal. Otherwise, the removal procedure will be considered to be uncompleted. Students must complete the removal procedure before 12:00 pm on 6/26.

2. 為方便清潔人員打掃，請住宿生退宿時將垃圾打包整齊、分類後放置以下指定位置

- A 館：垃圾→各樓層垃圾間。

 - 回收→各樓層電梯間面對電梯的左側。

- H 館：所有垃圾及回收皆放置 1 樓。

Students will have to classify their garbage and place it at the assigned locations:

- ◆ A Dorm: Trash→ garbage room on each floor.

 - Recycled materials→ left side when facing the elevator on each floor.

- ◆ H Dorm: place all the garbage on 1st floor.

3. 6/26 12:00 後宿舍房間內（除 6/27 開始留宿者之房間）、信箱區及其他公共區域之物品一律視為垃圾清空。

After 12:00 pm on 6/26, items in all the rooms (rooms for summer stay starting from 6/27 are excluded), mailboxes and public area will be cleaned out.

4. 申請暑期留宿之留宿生，請於 6/26 12:00 後 至宿舍管理室領取鑰匙（領取鑰匙需檢查暑宿繳費證明），並於 6/26 結束 前完成搬遷至暑宿床位（宿舍幹部需在 6/29 中午 12:00 前完成退宿）。

Students who have applied for summer stay, please go to the security of each dorm to collect a new key during after 12:00 pm on 6/26 (your payment receipt of the summer stay will be needed). Students will have to complete the dorm removal by 6/26 (Dorm leaders need to complete dorm withdrawal before 12:00 pm by 6/29).

5. 申請開始留宿時間非 6/26 之留宿生，請於入住日當天中午 12:00 後至各館宿舍管理室領取。

Those who have applied for summer stay after 6/26, please seek the security of each dorm after 12:00 pm to collect the key.

6. 暑期留宿生於暑假退宿作法

Dorm withdrawal during summer vacation:

- 8/21 前退宿人員，退宿時應將個人物品、垃圾淨空，並找留宿館長或各館宿舍管理室繳回鑰匙。（8月21日後宿舍要加強整理準備新生入宿）
- 109 學年度住宿生請在 8/25 08:00 至 12:00 至各館管理室交換鑰匙，並在 8/25 結束 前完成搬遷作業。
- 非 109 學年度住宿生務必要在 8/21 中午 12:00 前完成退宿，退宿時應將個人物品、垃圾淨空，並找留宿館長或各館宿舍管理室繳回鑰匙。

◆ Before 8/21: Students will have to clean up all your personal belongings, garbage, and return keys to dorm leaders or the security of each dorm. (The dorm will do extra cleaning to prepare for freshman after 8/21).

◆ For the residents of academic year 109: please exchange your keys at the security of each dorm during 08:00 am-12:00 pm on 8/25, and complete the dorm removal by 8/25.

◆ For non- residents of academic year 109: please make sure to complete the dorm withdrawal before 12:00 pm by 8/21. Students will have to clean up all your personal belongings, garbage, and return keys to dorm leaders or the security of each dorm.

7. 僑生及外籍生擬規劃 A 館 7 樓給予物品寄放，並在 6/27 早上 09:00 起方能開始寄放，其餘注意事項由僑聯會及國際學生聯誼會自行規劃。

7F of A dorm are scheduled for overseas Chinese students and international students to leave their luggage. The rooms will be available from 09:00 am on 6/27; the rest of the details will be self-arranged by the Overseas Chinese Student Association and the International Students Association.

8. 備註

Others

- 退宿及搬遷期間因 人員 進出複雜，請住宿生們注意自己的貴重物品，以防失竊，謝謝。
- 退宿及搬遷需本人辦理，若本人無法在時間內辦理退宿（或辦理暑宿），請至 A 館管理室領取退宿委託書，填寫後請代理人協助於時間內辦理退宿並將委託書交由各樓幹部。

◆ During the dorm withdrawal and removal period, there will be many students going in and out of the dorm, therefore please be aware of your own belongings and valuables to prevent them from being stolen.

◆ Dorm withdrawal and removal should be done in person. If students cannot complete dorm withdrawal or dorm removal on your own, please collect authorization letter from the security of A dorm. Substitute should submit the authorization letter to the floor leader and complete the withdrawal or removal procedure within the period.