

申請退宿操作說明

2024/12/16退宿申請推出第一階段系統線上化
請各位同學至WAC系統上D.2.0.08.退宿申請進行申請

Instructions for Dormitory Withdrawal Application

The first phase of the online dormitory withdrawal application system will be launched on December 16, 2024.

Students are requested to submit their applications through the WAC system under [D.2.0.08 Dormitory Withdrawal Application]

退宿說明

- 退宿規定
 - A. 退宿只有休學、退學、轉學會依照時間比例進行退費。
 - B. 其餘原因退宿者，一律不退費

Dormitory Withdrawal Instructions

- Dormitory Withdrawal Regulations
 - A. Refunds for dormitory withdrawal are only available for cases of suspension, expulsion, or school transfer, and will be processed on a prorated basis according to the withdrawal date.
 - B. Refunds will not be issued for withdrawal due to the other reasons.

退宿操作流程

- A. 請選擇退宿原因及預計退宿日期，退宿日期請選擇填寫系統當日起一周後日期，申請通過後於兩周內完成退宿手續。
舉例:填寫退宿單日期為1/1日，預計退宿日期選擇1/8號至1/22之間；若有提前退宿需求，預計退宿日期選1/8日，並於備註欄註明實際退宿日期(如1/5)，由承辦人審核。
- B. 如申請**下學期整學期退宿**，預計退宿日請選擇填寫系統當日起一周後之日期，提前退宿請依照A點說明，承辦人將進行審核。
- C. 申請【**休、退、轉**】同學申請完後，請檢附以下三份文件至生輔組。
1. 退宿申請書
 2. 繳費證明單(有出納組章)
 3. 休退轉申請書
- D. 同學申請完畢後，請務必關注是否收到審核信件，審核通過後再將申請書列印出來送至生輔組。

Dormitory Withdrawal Procedure

- A. Please select the reason for withdrawal and the planned withdrawal date. The withdrawal date must be at least one week from the date of application. Once the application is approved, you must complete the withdrawal procedures within 2 weeks.

For example, if you submit the dormitory withdrawal form on January 1st, you may select a planned withdrawal date between January 8th and January 22nd to proceed with the withdrawal. If you need to withdraw earlier, please select January 8th as the planned withdrawal date and specify the earlier date (e.g., January 5th) in the application remarks for review by the staff.

- B. If you are **applying for withdrawal for the next entire semester**, please select a planned withdrawal date at least one week from the date of application. For early withdrawal, please refer to Point A for instructions. The application will be reviewed by the staff.

Dormitory Withdrawal Procedure

- C. Students who have completed the application for **suspension, withdrawal or transfer**, please submit the following three documents to the Division of Student Assistance:
- **Dormitory Withdrawal Application Form**
 - **Payment Receipt (with the Cashier's Office stamp)**
 - **Suspension, Withdrawal or Transfer Application Form**
- D. Please make sure to check your email for the review notification after submitting the application. After approval, please print out the application form and submit it to the Division of Student Assistance.

第一步驟 登入校務系統



高雄醫學大學
校務資訊系統

學生登入


帳號：學號 (不加u)
密碼：預設為身分證字號前 6 碼
首字英文小寫 + 前 5 碼數字

[回首頁](#) [忘記密碼](#) [登入](#)

遠端協助 [聯絡我們](#)

 信箱：db@kmu.edu.tw
分機：#2184
網站：OLIS DB

First step Login WAC System



Kaohsiung Medical University
Information System


Student login

UserID: Your School Number
Password: The default is Your ROC ERA
Birthday

e.g. if your birthday is Jan 1 at 1989, 1989 -
1911 = 78 then the password is 780101

[Home](#) [forget password](#) [Login](#)

Assist [Contact](#)

 Mail: db@kmu.edu.tw
Ext.: #2184
Web: OLIS DB

第二步驟

選取D.2.0.08.退宿申請

宿舍	
+ D.2.0.01n.宿舍申請	
+ D.2.0.05.an.宿舍申請結果查詢	
+ D.2.0.07.a.校內住宿當日批次點名	
+ D.2.0.09.記點資料查詢	
+ D.2.0.07.校內住宿請假資料維護	
+ D.2.0.08.退宿申請	

Second step

Select D.2.0.08. Dormitory Withdrawal Application

Dormitory	
+ D.2.0.01.Choose the order of priority for Dorm	
+ D.2.0.05.a.Dormitory application result inquiry	
+ D.2.0.99.Housing information inquiry	
+ D.2.0.08.Dormitory Withdrawal Application	

第三步驟

- 請填寫
- 1. 退宿原因(請按下拉式選項1-z選一個)
- 2. 預計退宿日期(需要提前搬出或特殊需求才需要填寫申請備註)
- 3. 連絡電話

資訊系統首頁 / D.學生資訊系統 / D.2.學務資訊 / D.2.0.08.退宿申請

退宿申請書(尚未審核)

✓存檔 ✕取消

目前第 1 筆, 共 1 筆 (第 1 筆至第 1 筆, 每頁 3 筆)

學年-期	113-1	學號	113***006 陳宇男	系所年級	017 口腔衛生學系 1 年級
退宿原因	-請選擇-	棟號-房號-床號	04 A館4人房(A Dorm 4beds room)-1***-2	聯絡電話	: 必填

✓存檔 ✕取消

-請選擇-

- 1 休、退、轉學(依時間與比例退費)
- 2 畢業(不退費)
- 3 校外租屋(不退費)
- 4 外地實習(不退費)
- 5 與室友生活作息不合(不退費)
- 6 無法適應宿舍生活(不退費)
- 7 勤令退宿(不退費)
- 8 下學期退宿(寒假遷出, 下學期住宿費0元)
- z 其他(不退費)

Third step

- Please fill out the following fields:
 - Reason for Withdrawal (Please select one from the dropdown menu options 1-Z)
 - Planned Withdrawal Date (The application remarks field should only be filled out if you need to move out early or have special requests.)
 - Contact Number

D.2.0.08. Maintenance of check-out application data

Withdrawal Application Form (Pending Review)

✓Save ✕Cancel

Current record is the 1st record, total: 1 records (from 1 to 1 records, 3 records per page)

Academic Year-	113-1	Student ID No.	113***006 陳宇男	Department-Year	017 Department of Oral Hygiene 1 Grade
Reason for Withdrawal	-請選擇-	Dorm-Room Number-Bed Number	04 A館4人房(A Dorm 4beds room)-1***-2	Planned Withdrawal Date	require ✕
Application Remarks		Phone Number	require		

✓Save ✕Cancel

-請選擇-

- 1 Suspension, dropout, transfer(Refund Based on Time and Proportion)
- 2 Graduation(No Refund)
- 3 Off-campus housing(No Refund)
- 4 Out-of-town internship(No Refund)
- 5 Not compatible with roommates' lifestyle(No Refund)
- 6 Unable to adapt to dormitory life(No Refund)
- 7 To be withdrawn from dormitory(No Refund)
- 8 Withdrawal for Next Semester (Move out during winter break, next semester dormitory fee: 0)
- z Other(No Refund)

第四步驟

審核通過後，將會寄信通知並請至 [D.2.0.08.退宿申請](#) 按【列印退宿申請書】將申請書列印下來送至生輔組。

退宿申請書(尚未審核)

共 1 筆 (第 1 筆至第 1 筆, 每頁 3 筆)

學年-期	113-1	學號	113***006 謝*宇 男	系所年級	017 口腔衛生學系 1 年級
退宿原因	5 與室友生活作息不合(不退款)		樓號-房號-床號	04 A部4人房(A Dorm 4beds room)-1***-2	
預計退宿日期	1131219	申請備註	連絡電話	0926598312	

列印退宿申請書

Fourth step

After the application is approved, a notification email will be sent. Please go to [\[D.2.0.08 Dormitory Withdrawal Application\]](#), click on [Print Withdrawal Application Form], and submit the printed form to the Division of Student Assistance.

Withdrawal Application Form (Pending Review)

Current record is the 1st record, total 1 records (from 1 to 1 records, 3 records per page)

Academic Year-Semester	113-1	Student ID No.	113***006 謝*宇 男	Department-Year Grade	017 Department of Oral Hygiene 1 Grade
Reason for Withdrawal	5 Not compatible with roommates' lifestyle(No Refund)		Dorm-Room Number-Bed Number	04 A部4人房(A Dorm 4beds room)-1***-2	
Planned Withdrawal Date	1131219	Application Remarks	Phone Number	0926598312	

Print Withdrawal Application Form