

Instructions for Dormitory Withdrawal Application

The online dormitory withdrawal application system will be
launched in 2025

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

Dormitory Withdrawal Instructions

-Dormitory Withdrawal Regulations

✓ Eligible for Refunds:

- Students on a **leave of absence, withdrawal, or school transfer** are eligible for refunds.
- Refunds are calculated on a **prorated basis** according to the withdrawal date.

✗ Not Eligible for Refunds:

- Students withdrawing for reasons other than those listed will **not** be eligible for a refund.

Dormitory Withdrawal Procedure

1. Students must complete the dormitory withdrawal application via the WAC Student Information System (**D.2.0.08**) **at least 7 days before** the planned move-out date; the application will be reviewed, and the result will be notified via **email**.
 - Note: Students applying for a **Leave of Absence, Withdrawal, or School Transfer** must upload the following two documents:
 - Payment Receipt** (stamped by the Cashier's Office)
 - Leave of Absence, Withdrawal, or Transfer Application Form**
2. The planned withdrawal date is the move-out date; students must clear their bed space, contact the dormitory floor leader for a final inspection, and return the key.



For special circumstances, please contact the dormitory administrator at #2823.

Step 1

Log in to the 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](#)

Step 2

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

Step 3

- Please fill in:

1. Reason for Withdrawal

Please select from the dropdown menu (options 1, 9, Z). If selecting Z (Other), please provide a reason in the description field.

2. Planned Move-out Date

Please enter the actual move-out date.

3. Contact Number

4. Click **Save** to submit your application

The image shows two screenshots of a web application form. The top screenshot shows a dropdown menu for 'Reason for Withdrawal' with options: '1 Suspension, dropout, transfer(Refund Based on Time and Proportion)', '9 Forfeit Bed Assignment (Note: Dormitory Fee for Next Semester: \$0)', and 'z Other(No Refund)'. A red box highlights the dropdown menu, and a yellow circle with the number '1' is placed over the dropdown arrow. The bottom screenshot shows the same form with a red box around the 'Planned Withdrawal Date' field, a yellow circle with the number '2' over the date input field, a yellow circle with the number '3' over the 'Phone Number' input field, and a yellow circle with the number '4' over the 'Save' button. The form includes fields for 'Academic Year-Semester' (113-2), 'Student ID No.' (110 35 女), 'Department-Year' (029 Department of Healthcare Administration and Grade), 'Dorm-Room Number-Bed Number' (04 A館4人房(A Dorm 4beds room) -4), and 'Planned Withdrawal Date'.

Step 3

- Important Notice for Students taking a Leave of Absence, Withdrawing, or School Transferring

- **Supplementary Instructions – How to Upload Documents**

Students applying for a **Leave of Absence, Withdrawal, or School Transfer** must first upload two supporting documents via “Supporting Documents Upload” in the upper left corner, before filling out the form below.

Supporting Document Upload

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

Academic Year-Semester	113-2	Student ID No.	110029035 王天韻 女	Department-Year	029 Department of Healthcare Administration and Medical Informatics 4 Grade
Reason for Withdrawal	-Please Select- Reason Explanation Please specify: Graduation/Off-campus housing/Off-campus internship/Inc			Dorm-Room Number-Bed Number	04 A館4人房(A Dorm 4beds room)-0607-4
Planned Withdrawal Date	<input type="text" value="require"/>	Application Remarks	<input type="text"/>	Phone Number :	<input type="text" value="require"/>

Step 3

- Important Notice for Students taking a Leave of Absence, Withdrawing, or School Transferring

- On the upload page (as shown in Figure 1), follow these steps:
 - Click **“Select File”**
 - Upload the following two documents:
 - **Leave of Absence, Withdrawal, or School Transfer Application Form**
 - **Tuition Payment Receipt** (must be stamped by the Cashier’s Office)
 - Click **“Upload Supporting Document”** to submit
- Once the upload is successful, the system will display a confirmation message (as shown in Figure 2).

Figure 1

Attachment File Name	Attachment File Description
(browse) No File Selected	

選擇檔案 未選擇任何檔案

Delete Attachment Upload Supporting Document Close

Current record is the 1st record, total: 2 records (All records)

Figure 2

Choose to Delete	Dormitory Application Student ID Information	Serial Number	Attachment File Name	File Description & Link
<input type="checkbox"/>	113-2-110029035	01	jpg	210712-16833-4-8skbl.jpg
<input type="checkbox"/>	113-2-110029035	02	jpg	210712-16833-4-8skbl.jpg

Note: The file description must not exceed 200 characters!

For multiple attachments, please upload them one at a time. Up to 5 attachments are allowed.

Each attachment must not exceed 10 MB.

Special Circumstances

- Planned Move-out Date

If, due to special circumstances, you are **unable** to complete the dormitory withdrawal application at least 7 days before your move-out date, please **specify your special request in the Application**

Remarks field.

D.2.0.08.Dormitory Withdrawal Application

Supporting Document Upload Save Cancel

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

Academic Year-Semester	113-2	Student ID No.	110029035 王天韻 女	Department-Year	029 Department of Healthcare Administration and Medical Informatics 4 Grade
Reason for Withdrawal	Reason Explanation Please specify: Graduation/Off-campus housing/Off-campus internship/Inc			Dorm-Room Number-Bed Number	04 A館4人房(A Dorm 4beds room)-0607-4
Planned Withdrawal Date	<input type="text" value="require"/>	Application Remarks	<input type="text"/>	Phone Number	<input type="text" value="require"/>

Save Cancel

Step 4

- Once **saved**, your application will be automatically submitted for review by the administrator.
- Please wait for the review result.
- Upon approval, you will receive an **email notification**.
- Before moving out:

☐ Schedule an appointment with the dormitory floor leader to complete the final inspection.

☐ Return your key to the floor leader.

 **Congratulations! You have successfully completed your dormitory withdrawal!**