

交流生 辦退宿注意事項及流程

退宿流程：

- 1.請於確定離台前的___天，至輔導室領取退宿申請單。拿到申請單後請盡快填寫完畢並繳回輔導室，**逾期將不退保證金**。
- 2.需將寢室清理乾淨，浴室、廁所、洗手台、陽台、書桌、床鋪、衣櫥等整間寢室，請刷洗整齊乾淨，不可留有垃圾請保持在剛入宿時的狀態。
- 3.輔導員將在___月___號進行**房間檢查**，如發現有物品損壞，損壞費用將從保證金扣除。請同學盡快清理完畢，清理完畢後，請宿舍輔導員至寢室檢查，並簽名退宿。
- 4.完成退宿檢查後，請同學於___月___號至輔導室領取退宿保證金並**簽名壓日期**。
- 5.退宿完成後，請在___月___號當天將**寢室鑰匙**跟**遙控器**交還給輔導員，完成退宿手續並做**最後檢查**。如果沒有要將床墊及棉袋帶回國的同學，請至輔導室領取黑色垃圾袋，並將寢具及棉被裝置垃圾袋，放置寢室外面，並將床鋪擦拭乾淨。
PS.如同學沒有打掃用具請攜帶證件至輔導室借用。

Exchange Student Procedure of Dormitory Cancellation

Procedure of Dormitory Cancellation :

1. Leave Taiwan before ___ days, please go to counselling room and take dormitory cancellation application. Please fill it as soon as possible and hand to counseling room, **Deposit will not be refundable if applications are handed late.**
2. You will need to clean your own room, including bathroom, toilet, balcony, desk, bed, wardrobe.
Please make the room clean and tidy as the time you first go in, also garbage can not be left.
3. Counselor will **check your room** on _____ (date), if any items are broken, costs will be deducted from deposit. Please clean it up as soon as you can. If you finished, please go and find counselor and check the room, sign up for dormitory cancellation.
4. After you finish checking, please go to counseling room on _____ (date) to take your deposit and sign.
5. If the procedure is completed, please return the keys and remote control to counselor on _____ (date) and do **final check**. If you do not want to take mattress and blanket home, please come to counseling room to take black plastic bags and pack it all. Put it outside of your room while cleaning up your bed.
PS. If you do not have sweeping broom, borrow it from counseling room with your student card.