

End-of-Semester (Winter Break) Residence Hall Temporary Closure Notice

Academic Year 2025–2026, Semester 1

1. Temporary Closure Date and Requirement to Leave the Residence

The residence halls will be temporarily closed on Sunday, 11 January 2026.

All residents must leave the residence halls by 10:00 a.m. on this date.

This requirement applies to personal presence only. Residents are not required to clear their rooms or remove their personal belongings, provided that all items are properly organised and stored in wardrobes, drawers, or designated personal storage areas, and that rooms meet the cleanliness requirements outlined in this notice. Residents who remain in the building beyond 10:00 a.m. and thereby delay the inspection process may be subject to a penalty of three (3) residence service points, in accordance with residence regulations.

2. Inspection, Pest Control, and Re-entry Arrangements

Following the temporary closure, the Residence Services Team will conduct room inspections and inventory checks of university-owned property between 10:00 and 14:00.

Professional pest control and disinfection of bedrooms and common areas will take place between 14:00 and 16:00.

Students who have been approved for winter residence may return to and re-enter the residence halls from 18:00 onwards on the same day.

This temporary closure does not constitute a full check-out or end-of-tenancy process.

3. Winter Residence Students

Students approved to remain in residence during the winter period will continue to use their original room and bed assignment.

Campus Post Office parcel collection hours during this period are as follows: 7–9 January, 10:00–14:00.

4. Room Preparation and Cleanliness Requirements (Including Early Departures)

Residents who leave the residence before 11 January must ensure that all personal belongings, including desk items, are neatly organised and stored, and that bedroom floors and shared areas are thoroughly cleaned.

Bedding should be packed in storage or plastic bags to prevent dust accumulation.

Residents are strongly advised to take clear photographs of their desk, bed, and wardrobe for personal record purposes.

If rooms or shared areas are found to be unclean or disorderly, photographic records will be taken by the Residence Services Team, and the individual security deposit may be forfeited.

5. Inspection Standards on 11 January

On the day of the temporary closure, all rooms must meet the following standards:

- Bedroom floors and shared areas are fully cleaned
- Personal belongings are neatly arranged, including desk surfaces
- Laundry and drying areas on both sides of each floor are completely cleared of personal items

Inspections will be carried out by the Residence Services Team.

If responsibility for non-compliance can be attributed to an individual, that individual's security deposit will be forfeited. If responsibility cannot be clearly identified, the security deposits of all occupants of the room will be forfeited. **Any damage to university property must be compensated at replacement cost.**

6. Temporary Storage of Personal Belongings

Students with excess belongings may make use of the temporary storage facilities located in the 4th Floor Study Rooms, subject to the following conditions:

- Items must be packed in waterproof plastic bags
- Each item must be clearly labelled with the student ID number, full name, and mobile phone number
- A maximum of two (2) items may be stored per student
- Items must be moved during the designated storage periods only

Temporary Storage Schedule: Friday, 9 January: 18:00–22:00 、 Saturday, 10 January: 08:00–22:00 、 Sunday, 11 January: 08:00–10:00

Storage rooms will be locked after 10:00 on 11 January. Item collection is permitted only between 21 February and 2 March.

7. Important Information

Items not collected within the designated collection period will result in three (3) residence service points being recorded.

Due to Taipei's humid climate, residents are strongly advised to take valuables home. Bedding should be removed, aired, and cleaned to prevent mould.

The University provides storage space only and accepts no responsibility for loss, damage, or deterioration of stored items.