

國立臺北教育大學臥龍外籍生宿舍使用管理要點

National Taipei University of Education

Management Guidelines for Use of Wolong Dormitory by International Students

106.12.27 行政會議通過

Passed by the Administration Council on December 27, 2017

110.03.31 行政會議修正通過

Amendment approved by the Administration Council on March 31, 2021

一、本校為有效推動國際交流，鼓勵優秀外國學生來臺求學，考量外籍生住宿需求，特訂定「國立臺北教育大學臥龍外籍生宿舍使用管理要點」（以下簡稱本要點）。

I. To effectively promote international exchanges, the University encourages outstanding international students to study in Taiwan. In consideration of their accommodation needs, the University has formulated the “National Taipei University of Education Management Guidelines for Use of Wolong Dormitory by International Students” (hereinafter referred to as the Guidelines).

二、申請資格

II. Application Requirements

經本校外國學生申請入學錄取之碩、博士班學生。

Foreign students admitted to any Master's or Doctoral Programs of the University.

三、申請程序與注意事項

III. Application Procedures and Notes

本宿舍設址臺北市大安區和平東路 2 段 136 巷，並設有交誼廳(含客廳、餐桌、流理台)及讀書區，申請程序說明如下：

申請人在接獲入學許可後，即可依照生輔組公告上網申請住宿，在明瞭本要點後，填寫住宿同意切結書，並經學務處生輔組核准後，始安排入住(住宿申請若超過床位人數，則進行公開抽籤)。

The Dormitory is located at Lane 136, Section 2, Heping East Road, Da'an District, Taipei City, with a common area (including a living room, dining tables, and a kitchen counter) and a study space. The application procedures are as follows:

After receiving an admission offer, applicants may apply for accommodation online in accordance with the announcement by the Housing Service Division. With full understanding of the Guidelines, applicants shall sign an accommodation agreement, and upon approval by the Housing Service Division, Office of Student Affairs, the accommodation shall be arranged. If the number of applicants exceed the number of vacancies, a public lot-drawing shall be conducted to allocate the vacancies.

四、租用費用與繳費方式

IV. Rental Fee and Payment

(一) 住宿繳費以學期為原則(上學期含寒假、下學期含暑假)；收費每個月每床新台幣 4,200 元，一學期(6 個月)總計須繳新台幣 25,200 元。費用包含水、電費(冷氣費用另計)，另住宿者須付一個月押租金，退宿則依比例退費。

1. The accommodation fee shall be paid per semester (the fall semester includes winter vacation and the spring semester includes summer vacation). The fee shall be NT\$4,200 per bed per month, totaling NT\$25,200 per semester (6 months). The fee includes water and electricity (air-conditioning costs shall be charged separately). In addition, dormitory tenants shall pay a deposit of one-month fee, which shall be refunded on a pro-rata basis in case of checkouts.

(二) 申請人經生輔組確定繳費金額(含一個月押金)後繳費，應全額支付，須在一星期內繳納，並將收據繳至生輔組辦理後續進住事宜。

2. Applicants shall pay the fee in full, including the one-month deposit, within a week once the Housing Service Division has determined the amount and hand in the receipt to the Housing Service Division for subsequent check-in matters.

五、使用規範

V. General Rules

(一) 床位統一由管理單位分配，不得有獨佔或拒絕(騷擾)室友入住之行為，超過申請居住時間，經宿舍管理單位通知起2日內仍不搬離者，本校將會同相關單位清空寢室內個人物品。若違反相關規定，本校有權終止租用，不須退還押金並得要求於期限內搬離恢復原狀。若因個人過失致公共設施損壞時，除扣押金外，不足部分須補足差價。

1. Beds shall be allocated by the management unit. Behaviors such as monopolizing the room or rejecting/harassing roommates will not be tolerated. In the event where a tenant does not move out beyond the agreed residence period and 2 days after the dormitory management issues a notice, the University shall collaborate with related units to clear out the tenant's personal belongings in the room. In case of violation of rules and regulations, the University may terminate the rental agreement without refunding the deposit, and may request the tenant to move out and restore the room within a certain time limit. In the event of damage to public facilities due to personal negligence, the compensation shall be deducted from the deposit, and the shortfall amount shall be made up.

(二) 住宿生皆應遵守用電安全，不得使用負載過大電器用品，宿舍用電有不正常狀況或斷電時，應通報總務處營繕組派員處理，不可私自修理，以避免發生意外。

2. Tenants shall observe the safety guidelines of the use of electricity, and shall not use overloading electrical appliances. In the event of abnormal electricity condition or powercuts in Dormitory, the matter shall be reported to the Construction and Maintenance Division, Office of General Affairs, which shall send personnel to handle the matter. To avoid accidents, do not attempt to self fix the electricity equipment.

(三) 貴重物品與錢財請妥善保管，為確保住宿安全，離開宿舍門窗要上鎖，鑰匙不得複製，遺失時請至學務處生輔組繳交新台幣 200 申請補發。

3. Do properly safekeep valuables and money. To ensure the safety, lock the doors and windows while leaving the Dormitory. Keys must not be copied. In the event of

key loss, apply for a replacement and pay NT\$200 to the Housing Service Division, Office of Student Affairs.

(四) 宿舍內清潔、安寧及安全由使用人共同維護，垃圾須依資源回收分類，置放在本校清潔回收場

4. The cleanliness, tranquility and safety of the Dormitory shall be maintained by all tenants. Garbage shall be sorted for recycling and placed in the University's garbage collection and recycling area.

(五) 請同學請務必詳閱「本校學生宿舍住宿申請及輔導管理辦法辦理」後再行申請，如有違反住宿相關規定者，將依此辦法辦理。

5. Be sure to read the "Administrative Measures for Student Dormitory Accommodation and Guidance Management" (the Measures) of the University before applying. Any violation of relevant regulations on accommodation shall be handled in accordance with the Measures.

六、本要點經行政會議通過，陳請校長核定後實施。

VI. The Guidelines shall be implemented upon approval by the Administrative Council and the President.

國立臺北教育大學

學年度第

學期

臥龍外籍生宿舍申請表

姓名		性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女	
系(所)		學制別	碩士班 <input type="checkbox"/> 博士班 <input type="checkbox"/>	
學號		出生日期		
申請日期		聯絡電話		
申請入住時間		緊急聯絡人及電話		
申請應附文件	<input type="checkbox"/> 註冊證明書 <input type="checkbox"/> 切結書			
審核簽章	宿舍業管教官		生輔 組長	
	學務長			
審核結果				

National Taipei University of Education

____SY, _____Semester

Wolong Dormitory Application for International
Students

Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Department (Graduate School)		Program	Master's <input type="checkbox"/> PhD <input type="checkbox"/>
Student no.		Date of birth	
Date of application		Contact no.	
Residence schedule		Emergency contact person and tel. no.	
Application documents	<input type="checkbox"/> Certificate of Enrolment <input type="checkbox"/> Waiver		
Review results			

國立臺北教育大學

臥龍外籍生宿舍切結書

茲聲明本人_____已詳讀「臥龍外籍生宿舍使用管理要點」及「本校學生宿舍住宿申請及輔導管理辦法」內容，並願遵守上開管理要點事項，如有違規情事，願依管理要點規定處置。若因個人過失致公共設施損壞時，除扣押金外，不足部分須補足差價。

此致

學生： (簽名)

學制班級學號：

聯絡電話：

中華民國 年 月 日

National Taipei University of Education Waiver for Use of Wolong Dormitory by International Students

I, _____, have carefully read the terms and conditions stated in the “Management Guidelines for Use of Wolong Dormitory by International Students” and “Guidelines for Dormitory Residence Application and Counseling Management” and have agreed to abide by them. I have also agreed to accept any punishment meted out in accordance with the guidelines for any violations. In addition, should public property be damaged as a result of personal negligence, deductions will be made accordingly from my deposit and I agree to pay any uncovered balance.

Sincerely yours,

Student Signature:

Student no:

Tel. no:

Date:

國立臺北教育大學「臥龍外籍生宿舍住宿費用明細表」

申請人		連絡電話	
申請日期	年 月 日 (星期)	住宿(學期)	<input type="checkbox"/> 上學期(含寒假)(每年9月至隔年2月) <input type="checkbox"/> 下學期(含暑假)(每年3月至隔年8月)
住宿日期	年 月 日 (星期)		
	年 月 日 (星期)		
收費標準		費用(新台幣)	使用規範
<input type="checkbox"/> 新台幣 4,200 元每床/月，一學期 新台幣 25,200 元 <input type="checkbox"/> 押金一個月新台幣 4,200 元			宿舍內包含客廳、書房、浴室、廁所、臥室
應繳住宿費總計(新臺幣)		\$	

※注意事項：

- 一、申請住宿同學在接獲住宿通知後，應至生輔組填寫住宿費用明細表，俾瞭解住宿費用計算。
- 二、申請人應在開立住宿費用明細表後一星期內完成宿舍費繳納。
- 三、完成本表填寫後，請至出納組繳費，憑收據至學務處生輔組辦理後續入住事宜。

審核簽章	
生輔組管理員	
生輔組組長	
學務長	
敬會出納組	

National Taipei University of Education
 Details of Accomodation Fee Payment for Wolong Dormitory for
 International Students

Applicant		Phone Number	
Date of Application	_____ / _____ / _____ (YYYY/MM/DD)	Term of Accomodation	<input type="checkbox"/> Fall Semester (Including the Winter Vacation) (September to February Next Year) <input type="checkbox"/> Spring Semester (Including the Summer Vacation) (March to August Next Year)
Period of Accomodation	From _____ / _____ / _____ (YYYY/MM/DD) To _____ / _____ / _____ (YYYY/MM/DD)		
Rate		Fee (NTD)	Rules
<input type="checkbox"/> NT\$4,200 per bed/month, NT\$25,200 per semester <input type="checkbox"/> NT\$4,200 deposit			The Dormitory includes living room, study room, bathroom, toilet, bedroom.
Total Amount of Accomodation Fee Payable (NTD)		\$	

※Notes:

1. After receiving the offer of accommodation, applicants shall visit the Housing Service Division and fill in the Details of Accomodation Fee Payment to understand the calculation of accommodation fees.
2. Applicants shall complete the payment of accommodation fees within one week after receiving the Details of Accomodation Fee Payment.
3. After filling in this form, go to the Cashier to pay the fee, and present the receipt to the Housing Service Division, Office of Student Affairs to handle check-in related matters.

Authentication Signatures	
Specialist of Housing Service Division	
Chief of Housing Service Division	
Dean of Student Affairs	
Cashier	

國立臺北教育大學國際學生宿舍修繕申請單

Maintenance & Repair Form for NTUE Dormitory

申請日期 Application Date	
申請人 Name	
系所 Department	
學號 Student ID Number	
電子信箱 E-mail	
維修地點 Location for repair work	
維修項目 Items to be repaired	
補充說明 Please provide any other details (if any)	
備註 Remarks	請填寫表格後送交總務長室辦理申請作業。 Please send the filled form to the Dean of General Affairs Office (Administration Building 1F. - A102).