



(博愛校區)

分配房號 - 床位

Assign room number - bed

換房號 - 床位

Change room number - bed

換房號 - 床位

Change room number - bed

*□我已知且校方已有特別提醒我：宿舍進出，限本人一進一出卡一人原則，嚴禁私自帶非住宿生進入宿舍；如於宿舍吸菸將立即退宿並不退住宿費。

*□ I acknowledged and the university has especially reminded me: Entering and exiting the dormitory is limited to the resident himself/herself and one card per person. It is strictly forbidden to secretly bring non-residents into the dormitory. If you smoke in the dormitory, you will be withdrawn immediately from the dormitory and the accommodation fee will not be refunded.

入住宿舍

Dormitory to check-in

☐松苑

☐Sung Yuan

☐梅苑

☐Mei Yuan

☐天母宿舍

☐Tianmu Dormitory

☐國際學人會館

☐International House

*行動電話:

*Mobile number:

*性別: 男 / 女

*Gender:

Male/Female

我住: 市/縣

I live:

City/County

*學號:

*Student ID:

*系 年級

*Department and Year

*專長項目:

*Expertise:

*姓名: 請寫工整!

*Name: Please write neatly!

我已詳閱正/背面合約及收費內容，並遵守!

I have read the front and back of the contract and the content of fees carefully and abide by it!

*入住填單時間: 年 月 日 星期() 時 分

*Check-in time:: : Day of the week () / / (YYYY/MM/DD)

入住共繳交 2700 元，明細如下：

A total of NT\$2700 will be paid upon check-in. The details are as follows:

☐已繳住宿保證金 1500 元 (內已含電卡保證金 300 元)

☐Has paid NT\$1500 accommodation deposit (including NT\$300 deposit for the card for electricity)

☐已繳宿舍自治會費 300 元

☐Has paid NT\$300 for the Self-governed Dormitory Committee

☐已發並儲值電卡 600 元 (卡號: 號) 餘額可退費

☐Has handed out and added NT\$600 to the card for electricity (card number:) the balance can be refunded

☐已領取鑰匙 遺失補發 50 元/鑰匙號碼: 號

☐Has collected for the keys NT\$50 for reissuing keys lost/key number: 號

Handling dormitory service officer signature:

☐已領取冷氣遙控器 遺失補發 800 元

☐Has collected for the air conditioner remote control NT\$800 for reissuing the air conditioner remote control lost

Handling dormitory service officer signature:

☐已設定學生證門禁卡 或 ☐已發臨時卡 300 元 (卡號: 號)

☐Has set up a student card that works as an access card or ☐ has been issued and paid NT\$300 a temporary card (card number)

*是否有吸菸調查:

*Survey on smoking:

☐我會吸菸

☐I smoke

☐我不會吸菸

☐I don't smoke



宿舍吸菸/立即退宿

Smoking in the dormitory / Immediate withdrawal from dormitory

並不退住宿費!

But the accommodation fee

經手宿舍幹部簽名：		will not be refunded!	
<input type="checkbox"/> 加入指定 Line 群組，我的 line id: <input type="checkbox"/> Join the designated Line group, my line id:			
*入住資格 *Eligibility for Accommodation	<input type="checkbox"/> 大學部新生 <input type="checkbox"/> Undergraduate Freshmen <input type="checkbox"/> 大學部舊生(非一年級新生) <input type="checkbox"/> Current Undergraduate (Not freshmen) <input type="checkbox"/> 抽籤 <input type="checkbox"/> Draw Lots <input type="checkbox"/> 後補 <input type="checkbox"/> On the Waiting List <input type="checkbox"/> 專案簽核 <input type="checkbox"/> Project Approval <input type="checkbox"/> 運動績優生 <input type="checkbox"/> Athletic with outstanding performances <input type="checkbox"/> 通過優先住宿審核 <input type="checkbox"/> Passed the accommodation with priority check-in review <input type="checkbox"/> 宿舍幹部/服務隊 <input type="checkbox"/> Accommodation service officer/service team <input type="checkbox"/> 其它： <input type="checkbox"/> Others: <input type="checkbox"/> 研究所新生 <input type="checkbox"/> New Graduate <input type="checkbox"/> 研究所舊生 <input type="checkbox"/> Current Graduate <input type="checkbox"/> 國內外學校與本校進行學術交流之訪問生、參站觀摩人員、交換生、短期研修生 <input type="checkbox"/> Visiting students, exhibitors and observers, exchange students, and short-term research students from schools at home and aboard that conduct academic exchanges with our University <input type="checkbox"/> 兩校區學位、碩博生 <input type="checkbox"/> Bachelor, master, and PhD of two campuses <input type="checkbox"/> 延修生 <input type="checkbox"/> Students with extended studies <input type="checkbox"/> 其他經專案簽報校長核准者 <input type="checkbox"/> Other guests approved by the President, on a case-by-case basis		
註記欄 Remarks	<input type="checkbox"/> 免繳保證金 <input type="checkbox"/> Exempted from paying the deposit 原因： Reason: 同意人： Consenter:	*重大疾病告知 *Critical illness notification Major diseases (I have:)	* 國籍 Nationality <input type="checkbox"/> 中華民國 R.O.C <input type="checkbox"/>
備註			

退 宿 作 業

Procedures for Dormitory Withdrawal

- ☐ 已由輔導員/宿舍幹部完成房間檢查，確認有無損壞物品(☐有：須估價後完成賠償，始可辦理)
☐ The counselor/dormitory service officer has completed room inspection to confirm whether there are any damaged items (☐Yes: procedures can be processed after quotation and compensation has been made)
☐ 1 回收退宿退宿申請單(須先完成寢室檢查)
☐ 1 Returned the application form for dormitory withdrawal (dormitory inspection must be completed first)
☐ 2 已退住宿保證金：1500 元 (內含電卡保證金 300 元)
☐ 2 Has refunded the accommodation deposit: NT\$1500 (including NT\$300 deposit for the card for electricity)
☐ 3 已退電卡餘額_____元 (卡號：_____號，須與上方卡號相符)
☐ 3 Has refunded the balance of NT\$_____ in the card for electricity (card no: _____, must match the card number above)
☐ 4 已退鑰匙 (如遺失補發扣保證金 50 元)
☐ 4 Has refunded the keys (If lost, the deposit of NT\$50 will be deducted for reissuing the keys.)
☐ 5 已取消學生證門禁卡 或 ☐ 已收回臨時卡(卡號與上方相同)
☐ 5 Has canceled the student card that works as an access card or ☐ Has returned the temporary card (the card number is the same as the above)

經手人簽名：_____ 退宿日期：_____ 年 _____ 月 _____ 日 _____ 時 _____ 分
 Handling Personnel Signature: _____ Date of Withdrawal from the Dormitory: _____
 / / (YYYY/MM/DD) Check out time: _____: _____
 以上共退 _____ 元 住宿生本人確認簽名：_____ (親簽)
 NT\$ _____ will be refunded in total. The resident confirms by signing:
 (Signature) _____

1	2	我是代理人>>姓名： I am the guardian >> Name: 查驗身份證件>>>>> Check ID>>>>> 行動電話>>>> Mobile phone>>>>
3	4	

臺北市立大學學生住宿契約書
University of Taipei Student Housing Contract

【本契約事關個人權益請詳細閱讀】

【Read this contract thoroughly as it concerns your rights and obligations as a dormitory resident】

甲方立約人:臺北市立大學學生住宿管理委員會

Contract party A: University of Taipei Student Dormitory Management Committee

註：學生宿舍自治費

Note: Student dormitory self-governing fee

***乙方立約人:**

簽章

*中華民國

年

月

日

***Contract Party B:**

Seal or signature *

____/____/____ (YYYY/MM/DD)

- Article I 契約內容：「臺北市立大學學生宿舍住宿輔導管理要點」、「臺北市立大學宿舍幹部自治會組織章程」、「臺北市立大學天母校區學生宿舍住宿優良暨違規事項記點標準規範」、「臺北市立大學博愛校區學生宿舍住宿優良暨違規事項記點標準規範」、「臺北市立大學國際學人會館管理要點」、「臺北市立大學國際學人會館入住須知」與本約定共同構成本契約之內容。本契約無約定或有爭議者，並適用民法及其他相關法律，其進一步釋疑則由「臺北市立大學宿舍幹部自治委員會」為之。
Content of the contract: The regulations in this Contract are formulated in compliance with the "University of Taipei Important Points of Dormitory Management and Counseling," "University of Taipei Bylaws of Dormitory Autonomy Managers," "Standards of Rewards and Punishments in Dormitory for University of Taipei Tianmu Campus," "Standards of Rewards and Punishments in Dormitory for University of Taipei Bo'ai Campus," "Management Regulations for the University of Taipei International House," and "Check-in Instructions for University of Taipei International House." Any matters not regulated in this Contract, or resulting in any dispute, shall be dealt with in accordance with the Civil Code or other relevant regulations, which may be further interpreted by the "University of Taipei Self-governed Dormitory Managers Committee."
- Article II 當事人：本住宿契約之當事人為臺北市立大學（下稱甲方），與租用宿舍之學生（下稱乙方），而管理單位為臺北市立大學學生事務處。
Parties Involved: This Contract is signed between the University of Taipei (hereinafter, "Party A") and the undersigned dormitory student (hereinafter, "Party B"), with the Office of Student Affairs as the unit of administration.
- Article III 租用標的物：本租用契約標的物為乙方所配住之寢室、傢俱與該配住宿舍提供給全體宿舍租用人共同使用之空間與設備。
Objects and Items Leased: The objects and items leased include the bedroom and furniture assigned to Party B, and public spaces, and facilities shared by all residents.
- Article IV 使用租用宿舍之限制：乙方應於租用期間內遵守「臺北市立大學學生宿舍住宿輔導管理要點」、「臺北市立大學宿舍幹部自治會組織章程」、「臺北市立大學天母校區學生宿舍住宿優良暨違規事項記點標準規範」、「臺北市立大學博愛校區學生宿舍住宿優良暨違規事項記點標準規範」、「臺北市立大學國際學人會館管理要點」、「臺北市立大學國際學人會館入住須知」之規定；並不得有以下情事：
Restrictions on the Use of the Dormitory: During the lease period, Party B shall abide by the regulations specified in "University of Taipei Important Points of Dormitory Management and Counseling," "University of Taipei Bylaws of Dormitory Autonomy Managers," "Standards of Rewards and Punishments in Dormitory for University of Taipei Tianmu Campus," "Standards of Rewards and Punishments in Dormitory for University of Taipei Bo'ai Campus," "Management Regulations for the University of Taipei International House," "Check-in Instructions for University of Taipei International House" and the following matters shall be prohibited:
- I. 未經甲方同意，乙方不得將租用宿舍全部或一部份轉租、出借、頂讓，或以其他變相方法由他人使用，違反本約定者，契約當然終止，乙方應於七日內撤離宿舍，並依學生宿舍管理規則議處。
Without the consent of Party A, Party B shall not sublet, lease, lend, transfer all or parts of the dormitory to others or allow others to accommodate using other disguised ways. A violation of this regulation will result in automatic termination of this Contract, in which case Party B shall leave the dormitory within 7 days and be disciplined in accordance with the Student Dormitory Regulations.
- II. 寢室內如有改裝設施之必要，乙方取得甲方之書面同意後得自行裝設，但不得損害原有建築，乙方於交還寢室時並負責回復原狀。
When there is a need to change the fixtures of the room, once Party B has received written consent from Party A, Party B may personally install such fixtures, on the condition that no damage is done to the original structure of the dormitory. Party B shall be responsible for returning the room to its original condition when the term of the lease is over.
- Article V 設有公共設施之宿舍，乙方均需遵守其使用規則，違者視情節輕重予以論處。
租用物之毀損：乙方應以善良管理人之注意義務使用租用物，除因天災、人禍等不可抗力之因素及正常耗損外，如因乙方之故意或過失，致租用物毀損時，乙方應按本契約所附之財產清單價值表，負損害賠償之責。寢室因自然之損壞有修繕必要時，由甲方負責修理。
住宿期滿或終止契約交還租用物時，雙方應共同清點租用物。（尤以颱風季節強風吹落窗戶最常見，如乙方因未妥善扣緊窗戶遭強風吹落，造成人、物損傷，乙方應負賠償之責）
Party B shall comply with the regulations governing the use of public facilities in the dormitory. Any violations shall be disciplined in accordance with their severity.
Damaged Objects and Items Leased: Party B shall use the leased objects and items in an appropriate and respectful fashion. Except for unavoidable disasters, human error, and natural wear, Party B shall be held liable for any intentional or unintentional damages to the leased items and compensate according to the list of property values attached to this Contract. Repairs to the dormitory due to natural damage shall be the responsibility of Party A. Both parties shall check the leased objects and items when they are returned at the end of the accommodation period, or upon the termination of this contract. (Especially during the typhoon season, it is common to see strong winds blowing down windows. If Party B does not close the windows properly and it is blown down by strong winds, injuring people and damaging items, Party B shall be liable for the compensation.)
- Article VI 契約之變動或終止：
Changes and termination of the contract:
- I. 乙方休學、退學、畢業等離校狀況，依「臺北市立大學學生宿舍住宿輔導管理要點」之規定退還住宿費用。
In the event of study suspension, dropout, or graduation, Party B's accommodation fees shall be refunded in accordance with the "University of Taipei Important Points of Dormitory Management and Counseling."
- II. 經辦理住宿手續後，如有變動或調整應依學校公告為之。

After the administrative procedures for the accommodations are completed, any changes or adjustments shall be handled in accordance with the regulations announced by the university.

Article VII

甲方核准住宿並分配床位後，乙方如欲辦理退宿，悉依本校學生宿舍管理規則辦理。違約之賠償：

After the approval of accommodation and room assignment by Party A, the application for accommodation withdrawal by Party B shall be handled in accordance with the Student Dormitory Regulations. Compensation for Contract Breach:

- I. 乙方於規定繳納期限未繳畢宿舍相關費用（含住宿費、罰款、手續費、電費、清潔費等），經甲方催告限期繳納仍未繳納時，甲方除限制其宿舍設施之使用，控管其離校手續之辦理與其他住宿之申請外，並得終止契約。
If Party B fails to pay accommodation-related fees (including accommodation fee, fine, handling fee, electricity bill, and cleaning fee) within the designated period and by the deadline for overdue payment after a reminder notice from Party A, Party A will prohibit Party B from using dormitory facilities, check on the application submitted by Party B for the departure from school or any other accommodations, and terminate the contract.
- II. 乙方於終止契約或租期滿不交還寢室，每逾一日，同等於臨時住宿需繳交新台幣貳佰元整，並優先於住宿保證金內扣除。
If Party B does not move out of the dormitory upon the termination of the contract or expiration of the accommodation period, Party B will be charged NT\$200 for each day overdue, which is equivalent to paying for temporary accommodation, and will be deducted first from the accommodation deposit.
- III. 乙方於終止契約或租期滿不交還寢室，逾期一日視同續住一週，依收費標準繳交住宿費、網路費及自治會費，並優先於住宿保證金內扣除。
If Party B does not move out of the dormitory upon the termination of the contract or expiration of the accommodation period, for each day overdue, it will be regarded as a week's accommodation and Party B will be charged for the accommodation fee, Internet fee, and Self-governing Committee fee according to the fee-charging standards and will be deducted first from the accommodation deposit.

Article VIII

廢棄物之處分：租用屆滿或租用終止後，乙方應即遷離宿舍，將宿舍回復原狀交還甲方，如有任何傢俱、物品遺留寢室或走廊，均視為廢棄物，由甲方全權處理，乙方不得異議或要求任何賠償，並依廠商報價賠償甲方之清潔維修費用，並優先於住宿保證金內扣除。
Disposal of waste: Upon the expiration or the termination of the accommodation period, Party B shall move out of the dormitory, and restore and return to Party A in its original condition. Any furniture, items left in the room or the hallway will be regarded as waste and be disposed of at Party A's discretion which Party B shall not object to or claim for indemnity and shall pay compensation for the cleaning fee to Party A according to the manufacturer's quotation, and it will be deducted first from the accommodation deposit.

Article IX

違反「臺北市立大學學生宿舍住宿輔導管理要點」經核定勒令退宿者，除取消在校申請宿舍權及住宿資格，且不退還已繳交之宿舍費外，另得依臺北市立大學學生獎懲要點議處之。

Residents who have violated the "University of Taipei Important Points of Dormitory Management and Counseling" and are ordered to withdraw from the dormitory shall be disqualified from future accommodation in the dormitory, will receive no refund for prior payments for accommodation, and shall be disciplined in accordance with the University of Taipei Rules for Student Rewards and Penalties.

- I. 借用臨時 IC 門禁卡、鑰匙，因故遺失、損壞或未按時歸還者，依物品價值表照價賠償。冷氣相關設備，因不當使用或人為因素破壞而致損壞，乙方需負責修復，若無法修復，並依廠商報價賠償。賠償標準詳如本契約所附之財產清單價值表。
Residents who have lost or damaged the temporary IC access card or keys, or who have failed to return them as scheduled, may be charged according to the list of values of items. Should a breakdown occur to the air-conditioning equipment as a result of inappropriate operations or human error, Party B shall be responsible for the repair. If it is irreparable, Party B shall compensate in accordance with the quotation of the manufacturer. The details of the standard of compensation are on the list of the property values attached to this Contract.

物品項目 Items	IC 門禁卡 IC Access Card	鑰匙 Keys	冷氣遙控器 Air-conditioner Remote Control	電卡 Card for Electricity
賠償金額 Amount of Compensation	100	50	800	400

- II. 無論任何原因搬離宿舍，均須辦理財產清點手續。未於規定期限內完成清點手續者，依情節輕重，記 5 至 25 點宿舍違規記點，並酌收清潔費 1,500 元。因寒、暑假離宿之清點手續(含寢室清潔及清空)，比照前項規定辦理。
A property inventory shall be undertaken prior to departure due to any reason from the dormitory. Those who fail to complete the property inventory within the designated period shall receive between 5 to 25 violation points of the dormitory according to the severity of the situation and pay a cleaning fee of NT\$1,500. A property inventory (including room cleaning and clearance) prior to the departure from the dormitory for the summer or winter breaks shall be handled in accordance with the aforementioned rules.

Article X

其他特約事項：

Other additional matters:

- I. 同一寢室之承租人，對於無法認定違約者之違約事項，如無法查明時，與同一寢室的其他租用人共同分擔。
Residents in the same bedroom shall share the responsibility for a violation when the violator cannot be identified.
- II. 乙方需於宿舍進住時填寫學生住宿資料卡並核對寢室財產資料，如有不符，需於進住當天逕洽宿舍管理員更正，否則視為寢室財物一切正常。
Upon checking into the dormitory, Party B is required to complete the dormitory student information card and check the list of dormitory property. In case of any discrepancy, Party B should check with the dormitory management staff for rectification on the date of entry. Otherwise, the dormitory properties will be considered complete.
- III. 本契約屆滿後，寢室壁面應恢復原狀，無法復原依個案實際費用賠償。
Surfaces of the bedroom walls shall be restored to their original state upon the expiration of this Contract. Compensation shall be decided on a case-by-case basis if they cannot be restored.