**致：住宿輔導組 □學士班宿舍 □碩博士班宿舍**

**TO : Student Housing Service Section Undergraduate Dorm Graduate Dorm**

**退離宿流程：宿舍區管理人員檢查寢室➔三天內至住宿組辦理退費(持本表及宿費收據)**

**Procedure for moving out of the dorms：**Resident Hall service counter (to inspect the room) ➔Student Housing Service Section (within 3 days of inspection, bring your receipt for dorm payment to process your exit record, dorm fee reimbursement, or dorm deposit refund)

注意：1. 僅退住宿保證金者可不交宿費收據；「宿費繳費收據」若遺失，可請出納組補發。

 2.由住宿組造冊匯入同學(於政大網頁-在校學生-個人基本資料)登記之帳戶。

 3. 僑生及外籍生因離宿後即出國、帳戶已結清無法領取者，另再填『僑外生退住宿保證金轉入代領人帳戶領據』

辦理，外籍交換生請向相關系所辦理退還「住宿保證金」。

Note：1. It is not necessary to hand in the receipt for dormitory fee if you apply only for the deposit. If you have lost your receipt, you may get a copy at the Cashier Office.

2. The refund will be deposited directly into the students’ bank account (as registered in the student information file) by the

Student Housing Service Section.

3. Oversea Chinese Students and Foreign students who are not able to receive refund through the above method due to the

reasons of immediate departure after moving out of the dorm or bank account being closed already, may fill out the form

of ”Application for overseas Chinese and foreign students requesting transfer of funds to an alternative account” to apply for the deposit

refund. Exchange students should go to the office of their departments to apply for a dorm deposit refund.

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| **（　）學年度住宿生****退離宿暨退還「住宿保證金」申請表****Application for Leaving the Dorm/Deposit Return** 申請日期(Date)：  |
| **系所**Department |  | **學號**Student ID No. |  | **姓名**Name |  |
| **性別**Sex | □ 男Male□ 女Female | **退宿寢號**Dorm/Room No. |  | **電話**Tel |  |
| **E-mail** |  |
| **房間人數**Room Type | **□ 一人房**single room**□ 二人房**double room | **□ 三人房**3-person room**□ 四人房**4-person room | **學生身份**Student Category | **□台生**Local student**□僑生**Overseas Chinese**□一般外籍生**Foreign student**□交換生** Exchange student**□陸生** Mainland China students |
| **退宿原因**(可複選)Reason for leaving(you may choose more than one) | □住宿期滿Exceeding the maximum number of terms allowed living in the dorm.□休退學 Discontinuing studies.□轉學 Transferring to another school□畢業 Graduating□註銷學籍 Canceling student registration | □去與親友同住 Moving in with friends/relatives□校外覓得合適租屋Renting an apt off-campus□宿舍設施過於簡陋 Dorm facilities too inferior□與室友相處不易Unable to get along with roommates□作息時間和室友不同Rest hours are different than roommates | □住宿違規滿十點，勒令退宿Accumulated 10 penalty points□宿舍位置偏遠出入不易The dorms are too out of the way; coming and going is difficult□其他(請說明) Other (please explain)    |
| **受委託人簽章**Signature of Applicant / Sponsor： **電話**Tel**：** 受委託人學號Sponsor’s Student No.: 系級Department: E-mail**：** 以下由宿舍管理人員填寫 The section below is for the dorm management. |
| **寢室檢查** **Room Inspection**  | **項目Item** | **住宿保證金****扣款金額** **Dorm deposit subtractions** | **備 註 Add notes** |
| **1、財產損失Property Damage** |  |  |
| **2、垃圾清理Removal of trash/cleanness of area** |  |  |
| **3、延遲搬Extension of dorm stay** |  |  |
| **4、其他 Other** |  |  |
| **扣款總金額****Total amount subtracted from deposit** |  | **扣款金額若超過住宿保證金1000元以上，另予追繳。If the amount of subtractions exceeds the original deposit of NT$1,000, you will be asked to pay the difference.** |
| **檢查人員簽名： 管理人員 或舍顧** **日期：**  |
| **住宿組處理欄** | * **登錄宿舍管理系統**
* **退宿費：2/3、1/2、不退 □退住宿保證金**
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