



住宿生退宿申請表 Dorm Termination Form

※申請退宿期別：()學年 ()學期 *()暑期
Request terminating for Academic Year Semester *Summer Vacation

系所 Department		退宿房號 Dorm/Room No.	<input type="checkbox"/> Dorm A (Liuzhangli) # _____ <input type="checkbox"/> Dorm B (Mushan) # _____ <input type="checkbox"/> Dorm C (Wuxing street) # _____ <input type="checkbox"/> Dorm D (Fuyang street) # _____
姓名 Name	(First, Last)		性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
學號 Student ID No.	電話 Tel/Mobile	E-mail	
房型 Room Type	<input type="checkbox"/> 一人房 Single room <input type="checkbox"/> 二人房 Two-bed room <input type="checkbox"/> 三人房 3-bed room <input type="checkbox"/> 四人房 4-bed room	學生身份 Student Category	<input type="checkbox"/> 國際學生 International student <input type="checkbox"/> 本地生 Local student <input type="checkbox"/> 僑生 Oversea Chinese student <input type="checkbox"/> 交換生 Exchange student <input type="checkbox"/> 其他 Others _____

退宿流程：

1. 持列印之「退宿申請表」至國際事務處(教學研究大樓2樓)，辦理退宿註記。
2. 國際學生自費生(未領取任何獎學金)及本地生、**交換生**退宿費用需前往出納組辦理。
3. **拇山學苑宿舍者，將依拇山學苑宿舍管理辦法退宿。**

Procedure for terminating the dorm assignment:

1. Turn in your completed form to International Office (Health Science Building 2F) to process your exit record.
2. **Non-scholarship international students, exchange students and local students may go to Cashier Section for refund procedure.**
3. **Students who live in Dorm B (Mushan) must abide by this dormitory's special regulations**

退宿費標準如下(背)頁

Refund policy: please see reverse side of this form

本人/或受委託人簽章 Signature of Applicant/Sponsor : _____ 申請日期(Date) : _____
 受委託人學號 Sponsor's Student No.: _____ 系級 Department: _____
 寢室號碼 Dorm room No.: _____ 電話 Tel/Mobile : _____ E-mail : _____

以下由國際事務處填寫 The section below is for International Office

申請處理方式	<input type="checkbox"/> 於正式上課日前退宿者 <input type="checkbox"/> 由正式上課日起算，至第三十日內退宿者 <input type="checkbox"/> 由正式上課日起算，至第三十一日至第六十日內退宿者 <input type="checkbox"/> 由正式上課日起算，於第六十一日後退宿者 <input type="checkbox"/> 暑期退宿 <input type="checkbox"/> 暑期退宿(逾期申請) <input type="checkbox"/> 因退學、休學或其他重大變故而退宿者
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承辦人簽章：	外國學生事務組組長簽章：	國際長簽章：
宿舍遷出檢查 (由學生宿舍管理員執行)	經由學生宿舍管理員檢查該住宿生房間及其設備 <input type="checkbox"/> 無損壞或遺失， <input type="checkbox"/> 有留下個人物品 <input type="checkbox"/> 有損壞物品(舉例: _____)	

退宿費標準表(Refund policy)：

退宿申請時間 Refund application deadline	退還宿費標準 Refund Guideline
於正式上課日前退宿者 Dorm termination before 1 st day of the semester	全額退費 100% refund
由正式上課日起算，至第三十日內退宿者 Dorm termination within first 30 days of the semester	退費四分之三 75% refund
由正式上課日起算，至第三十一日至第六十日內退宿者 Dorm termination 31-60 days into the semester	退費二分之一 50% refund
由正式上課日起算，於第六十一日後退宿者 Dorm termination after 60 days into the semester	不予退費 No refund
*暑期退宿(6月30日前遷出) 自5月15日至31日止，提出退宿申請表 Check-out for summer vacation (move out by 30 June) (Submitting dorm termination application May 15-May 31)	次月退還暑期住宿費 Summer dorm fee will be refunded within the following month. 若重新申請新學期宿舍，舊生為優先安排，其次為新生 When re-applying for following semester, current students will receive priority over new students
*暑期退宿(逾期申請) 5月31日後，提出退宿申請表 Late check-out for summer vacation (Submitting dorm termination application after May 31)	不退還暑期住宿費 No refund of summer dorm fee

*以上各項，非因退學、休學或其他重大變故而自願退宿者，亦不予退費。

The items above are only applicable for students who have withdrawn or been officially suspended from enrollment or who encounter unexpected circumstances.

*於正式上課日前退宿者，按實際入住日收費（水電瓦斯費另計）。

Dorm fee will be based on the actual staying days (excluded utility fees) for those who apply dorm termination before the 1st day of the semester.

I hereby submit my intention to terminate my dormitory arrangements with Taipei Medical University.

Applicant signature _____

Date _____
(year/month/day)