Accommodation Notice
for Graduate and Doctoral students' dormitory

1. For the dormitory application, room selection, room vacancies, maintenance, variety of notices and managing guidelines for Graduate and Doctoral students' dormitory, please log in to the Graduate and Doctoral students' dormitory Managing System at: http://osa.ccu.edu.tw/graddorm/

2. Graduate and Doctoral students shall apply for on-campus dormitory to their Department every academic year, and students who wish to stay, please pay attention to the notices regarding the dormitory application from the Dormitory Service Center. **(In international students case, the Office of International Affairs will handle the dormitory application process altogether)**

3. Students, who wish to move out of the dormitory in the second semester, shall complete the checkout procedure before the end of the first semester (expiration date will be announced via notice), late checkout applications shall be deemed as continue to live in the original room, and the accommodation fee shall be paid according to the regulations. (Except for Freshmen in their first semester and drop-out students, other students' accommodation is considered voluntary, and therefore paid dormitory fees will not be refunded in case of early checkout.)

4. Students applying for the on-campus dormitory in the first semester of every academic year shall pay 1500NTD electricity fee; when checking in to the dormitory, each student will be given electricity prepaid IC card, including the prepaid amount (1000NTD). The amount will be deducted by the automatic card reader in the dormitory room. The remaining 500NTD will be used as public electricity fee, which will be returned according to the total usage of the electricity amount at the end of every semester. The total usage of the public electricity amount fee of each building shall be announced every month. When the electricity IC card amount is not enough, the student shall add value at the Add-value machine, located in the Social Hall.

5. IC cards are managed according to their issued number and shall not be sold (or gifted). The card-printing fee is 100 NTD and is included in the Dormitory deposit. The IC card should be returned to complete the checkout procedure, and the deposit and the remaining amount shall be refunded. If the card is not returned, the card-printing fee shall be deducted from the deposit and the remaining amount shall not be returned.

6. The dormitory accommodation fee is divided into first semester (including winter vacation) and second semester (including summer vacation). When the accommodation period is over, please complete the checkout procedure at the Dormitory Service Center, and clean the room thoroughly before checkout. The deposit is charged in academic year, after the students complete the withdrawal procedure according to the regulations, the deposit and the remaining electricity fee shall be transferred altogether to each students' bank account. (It may charge some administrative fee if the student's bank account is not from Taiwan Bank or Post Office.)

7. In the mid-semester, students, who wish to apply for voluntary suspension, withdrawal, transfer, voluntary withdrawal from the dormitory, official

injunction to move out from the dormitory, or graduation shall complete the checkout procedure within 7 days after preceding the procedure for leaving the University. As to the Checkout period at the end of every semester, winter and summer vacation, it will be announced by the Dormitory Service.

8. The Dormitory Service Center is open 24 hours a day, except the Chinese New Year Holidays. The office hours during the Chinese New Year Holidays will be same as the library. The students, who have maintenance or other related dormitory requests, shall proceed to the Dormitory Service Center.

9. The dormitory gates use the IC card system, therefore students shall use their Student Card to enter. Every new student will be given a temporary access card to the dormitory in the first semester, which shall be handed back when the official Student card is ready. If the student loses the temporary access card, he/she shall apply for reissuance and pay the card printing fee of 200 NTD. When the Student ID card is lost or damaged, please proceed to the Office of Academic Affairs immediately for card reissuance in order to prevent fraudulence.

10. Extension number in each dorm room is comprised of 5 digits. If your room number has 4 digits, you can simply add 8 before your room number. For example, if your room number is 2121, your extension number is 82121. However, if your room number includes a letter (A, B, C or D) and 3 digits, you can first convert the letter into a number (1, 2, 3, or 4, respectively) then add 50 to the newly formed 4 digit number and finally add 8 before the result. For example, your room number is A102, you first convert the first letter A->1 and get 1102, then add 50 to get 1152, and finally add 8 in front of the result and get 81152 – that's your extension number. Accordingly, if your room number is C101 then your extension is 83151 (C101-> 3101 + 50 = 3151 -> 83151. The Dormitory central telephone number is 2721422, when dialing from exterior line, a two-digit password shall be entered in front of the extension (7 digits in total), the password setting shall be notified to the student separately.

11. After The Post office mails are transferred from the Office of General affairs Document Section, the Dormitory Service Center will deliver the letters to the students' room mailboxes in every building respectively. Registered mails and packages will be announced on the Document Section website and BBS website's Office of General Affairs announcements.
For the regular packages, please write the receiver's telephone number and the receiver shall receive it by himself/herself. If the receiver is not available to receive by himself /herself, he/she shall apply for the Dormitory Service Center to collect on his/her behalf, otherwise the Dormitory Service Center shall not collect.

12. The Dormitory Service Center's Working-hours: Mondays to Friday Day shift 14151: 08:00~17:00, Night shift 73199: 19:00~22:00.

The Graduate and Doctoral Dormitory Service Center cares about you!
Extension: 82121