

## Chapter One- Dormitory Application

Year 83, Student Housing Manual amendment, meeting amended  
Year 85, Student Housing Manual amendment, meeting amended  
Year 86, Student Housing Manual amendment, meeting amended  
Year 87, Student Housing Manual amendment, meeting amended  
Year 88, Student Housing Manual amendment, meeting amended  
Year 89, Student Housing Manual amendment, meeting amended  
Year 91, Student Housing Manual amendment, meeting amended  
Year 93, Student Housing Manual amendment, meeting amended  
Year 95, Student Housing Manual amendment, meeting amended  
Year 96, Student Housing Manual amendment, meeting amended  
Year 102, Student Housing Manual amendment, meeting amended

1. During the period when the Student Housing is not able to accommodate the existing students in the dormitories, unless an approval has been given as a priority after examination and special cases, an application is for one year as principle.
2. When it comes to shortage for distribution of beds the freshmen students and students transferred from other school will have priority to be allocated to a bed. If no application is made within the current year it is deemed to be treated as abandoned.
3. Beds priority in the dormitory: all students who meet the following terms need to apply to be considered as priority to have bed within the required time:
  - (I) Existing students:
    - (1) Disabled or other physical related reasons that needed to be cared as first priority.
    - (2) Lower income or lower income family (holding lower income certificate issued by the Society Bureau).
    - (3) Sudden change caused by an accident that cannot continue with study and need assistance.
    - (4) Other special cases and an approval are given after inspection.
    - (5) Students who have been serving as the president or vice president or other related roles in the Student Housing Life Improvement Unit, and have good services records.
    - (6) Students who have been serving in the new semester as the president or vice president or other related important roles in the Student Housing Life Improvement Unit.
    - (7) Students who are enthusiastic in public service, and is selected to be an administrative assistant at the Student Housing Centre in the new semester.
  - (II) New Students:
    - (1) Disabled or other physical related reasons that needed to be cared as

first priority.

- (2) As overseas Taiwanese passport holders.
- (3) Foreigners.
- (4) Lower income or lower income family (holding lower income certificate issued by the Society Bureau).
- (5) Sudden change caused by an accident that cannot continue with study and need assistance.
- (6) Other special cases and an approval are given after inspection.

4. In addition to those mentioned above as priority for bed assign, the application for bed is limited other than household registered outside Taipei (Note: As a result of the geographical area factor, serious inconvenience to the transportation so need an accommodation, in which case need to apply under special circumstances).

The order of bed assign will be in accordance with distance consideration from closer to distant household registered address, and the household registered should be over six months.

For transferring students bed assign will be based on the household registered address and their original schools and so on which one of the above two situations, the bed assign of order will be given from the one closer to the school.

5. Application for dormitory should be submitted within required timeframe. It will become effective upon approval.
6. After bed assign has been given new students and still have some remain, it will open for existing students. Distribution will be processed in the usual way. Other methods please refer “Application for Waiting List as to Bed Assign”.
7. Application form will be sent with school admission notice to new and transferred students. If wish to apply for student dormitory they should register on line within the prescribed timeframe. If need to supply other relevant documents, it should also submitted within the prescribed timeframe by reregistered post. The result of distribution will be sent by way of communication prior to commencement of the semester.
8. For those students who have special conditions, infectious diseases or mental illness diagnosed by a physician who should not live on campus, do not apply.
9. (1) Payments should be made as required by usual boarding students to avoid cancellation of bed; for those who move in during the semester, the payments are calculated under the article 8 of the chapter three, payment, enrol, selection from the University. (2) For those students from lower income family, the payments for student dormitory are to be discounted each semester; Off-campus dormitory accommodation payments reduction is to use dormitory payment rules as standard.

Relevant requirements please see “Soochow University Dormitory Supplement Assistance Policy for Lower Income Students”.

10. Boarding students should move in the dormitory within three days (excluding weekends) when the dormitory opens, and should complete payments of dormitory within three day of the school starts (excluding weekends) and other relevant forms, otherwise the bed will be cancelled.
11. Students should understand the obligation and responsibility to comply with all requirements and sign consent forms and return to the dormitory upon given a notification of bed, if no payment is made within one week (including weekends) after the school starts, the bed will be cancelled.
12. Bonds are required. If public property is destroyed, full payment should be made to compensate; no public property is broken during staying at the dormitory, and has completed personal property check and environmental cleaning before leave for the dormitory, after inspection, bonds will be returned in full. Bonds should be collected within one month (including weekends) when the dormitory closes each semester. If no collection is made payments will be deducted including bonds interest.
13. Bonds are \$1000 per student each school year. Existing students apply for winter/summer vocation to stay in the dormitory are not required extra payments; bonds will be kept by Accounting Unit at the school, its interest and deduction income will be used in student activities at the dormitory or supplement for basic facility. Amount’s distribution and use please refer “Use of Bonds Interest and Deductions Income Policy”.
14. After boarding students moving into the dormitory, should complete personal dormitory public property check and used condition check within the required timeframe and property check card issued by the Work-Study Service Counter from each dormitory so the bonds can be used when discontinue with stay at the dormitory or public property is broken as proof.
15. Boarding students cannot transfer the boarding admission to other students.