

Chapter Two – Application for Discontinuance of Stay at Dormitory

Student Housing Manual amendment, meeting amended, 1997
Student Housing Manual amendment, meeting amended, 1998
Student Housing Manual amendment, meeting amended, 1999
Student Housing Manual amendment, meeting amended, 2000
Student Housing Manual amendment, meeting amended, 2002
Student Housing Manual amendment, meeting amended, 2003
Student Housing Manual amendment, meeting amended, 2013

1. Application for discontinuance can be made at any times, but only becomes effective upon approval.
2. When a dorm student applies for discontinuance in the middle of staying, full refund can be made if apply within 5 days of the opening; from the 6th day of opening, except suspend or dropout, it cannot be refund. The first situation mentioned above, it needs to go through personal belonging checks and cleaning the environment; full refund of the deposit will be made when passing the requirement.
3. Boarding students should contact the work-study Service RA Counter(伏石蕨)to apply for property checks and cleaning the environment, after passing the inspection and qualified, applying for discontinuance of stay at the dormitory during semester, the student should submit receipt of the payment for dormitory together with the application form for refund to the Student Housing Centre. The refund will be deposited into the student's Post Office's account; applying for discontinuance of the stay at the end of the semester, the refund will be available at the work-study Service RA Counter for pickup. The refund shall be collected no later than one month from the date of the dormitory closes. When the date expires, it will be treated as abandonment, the amount of money is to be incorporated into as bond interest.
4. When students apply for dropout, suspension, or expel and so on, they can no longer hold the school student's ID. They need to apply for discontinuance of the stay at the dormitory within one week when receipt of the notification.