

Chapter Two Application for Dormitory during Winter/Summer Vacation

Year 83, Student Housing Manual amendment, meeting amended
Year 84, 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 91, Student Housing Manual amendment, meeting amended
Year 95, Student Housing Manual amendment, meeting amended
Year 102, Student Housing Manual amendment, meeting amended

1. The school dormitories during the winter/summer vacation will open depending on the number of application for male and female per dormitory, and give clearance for those who apply for approval by the holiday stay. During the summer vacation it will be accommodated as camping activities for the communities, if necessary a clearance for a full entire building will be kept for community events.
2. The bed assign application will be given for students as first priority during winter/summer vacation, then will be opened for camping.
3. Apply for stay or discontinuance during the winter/summer vacation should be made within required timeframe. Existing students do not need to pay bond separately. Non-boarding student moves in should pay bond \$500; and should complete personal bedroom public property checklist and usage condition check with the specified timeframe in accordance with the counsellor's distributing property list; when apply for discontinuance, it also needs to go through property checklist and environmental cleaning process once qualified the bond is collected then it completes the discontinuance in full.
4. In order to give convenience to staying staff bedding arrangement and discontinuance costs calculation, it has two categories during winter/summer vacation for stay; "temporary stay" and "long-term stay".
5. Applying for temporary stay, time for application is only for two times, the period of stay between these two applications the staying date should be more than one week (inclusive). The total number of days should not exceed 1/4 days that the dormitory opens during the winter (summer) vacation. Every person is to be charged daily basis and the costs are in accordance with General Services' policy.
6. When applying for winter (summer) vacation the staying days are exceeding 1/4 (excluding) days of the dormitory opening days, it is treated as long-term stay. The payment is calculated as 1/5 of the winter dormitory costs in that semester; the payment is calculated as 1/2 of the summer dormitory costs in that semester. The costs for internet during the winter/summer will be charged in accordance with the current fees in that semester by school's notice.
7. When approval is given for dormitory stay during winter/summer, unless it is unforeseen reasons, refund cannot be made after it is proved to be true after inspection.
8. When special circumstances is examined to be true after inspection and refund is allowed, actual stay not exceeding three days (inclusive) under "temporary stay" application, it will be refund according to actual days have not been occurred. Over three days (inclusive) no refund is allowed; actual stay not exceeding the 1/3 days (inclusive) under "long-term stay" application, it will be refund according to actual days have not been occurred. When exceeding actual 1/3 (inclusive) days of stay no refund is to be made.
9. Dormitory will provide sheet, closet, desk, water and power and so on during the winter/summer vacation that the dormitory opens. Other than that will be supplied on the student own. Valuable items should be kept safe on their own. Dormitory is not responsible for it.
10. During winter/summer vacation, bed arrangement is open for the floor in the

dormitory that opens during that period of time. Long-term stay applicants can choose their own bed; For temporary stay applicants the bed allocation will be made by the Student Housing Centre.

11. For those students who stay during the winter/summer vacation should associate with the renovation of the dormitory and cleaning workers and should empty required areas and so on. Otherwise bond will not be refund. Other relevant business the students will be notified three days prior to the work.