

Chapter One Swipe Card System in the Dormitory

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 93, Student Housing Manual amendment, meeting amended
Year 94, Student Housing Manual amendment, meeting amended
Year 95, Student Housing Manual amendment, meeting amended
Year 97, Student Housing Manual amendment, meeting amended
Year 98, Student Housing Manual amendment, meeting amended
Year 102, Student Housing Manual amendment, meeting amended

1. When time-limited swipe card is stolen or damaged:
 - (1) When time-limited swipe card is stolen or damaged should report to the Student Housing Centre immediately in order to inactive the card and to avoid people use this card to gain access to the dormitory.
 - (2) Additionally complete another form for dormitory access card. After make payment temporary time-limited access card is available to be collected at the Student Housing Centre upon showing a copy of the proof of payment.
 - (3) When using the time-limited swipe card is stolen or damaged full payment should be made. The cost for the card is to be relied on the actual costs from the contractor during that school year.
2. Time-limited access card cancel swiping functions:
 - (1) During winter/summer vacation, the unopened dormitory will disable swiping function. Applying for stay at the dormitory during school vacation the code number for the time-limited swipe access card will be automatically changed by the Student Housing Centre, and it is used directly for the dormitory opened during the school vacation.
 - (2) At the end of the school year, all time-limited swipe access cards should be returned to Work-Study Service counter, and card number will be disabled altogether by the Student Housing Centre. For those existing students who apply for continuously stay at the dormitory, time-limited swipe access card can be collected from the Work-Study Service counter after complete the application for dormitory in the new year.
 - (3) During the middle of semester when apply for discontinuance of stay at the dormitory the time-limited swipe access card should be returned to the Work-Study Service counter after complete the leaving procedure. The card number will be disabled altogether by the Student Housing Centre.
3. Time for every access card to each dormitory is 24 hours.
4. Do not allow the other people to use the card.