

**Dormitory Application of DYU International Student : Guideline and Schedule for the 107th academic year (2018.9-2019.6, not including summer vacation and winter vacation)**

Announcement date : 2017/12/14

Dear international students ,  
 The following is the application calendar for accommodation reservation for the 107th academic year. If you are in need of on-campus accommodation in the 107th academic year, please be sure to check the calendar and apply by the designated time.  
 ※ **Please be noted that we do not reserve spaces for international students who fail to complete their applications.**  
 Sincerely,  
 Accommodation Service Section(A113), Office of Student Affairs



1. The following is the procedure of applying accommodation of **107th Academic Year**.

DATE	EVENT	INSTRUCTION & REMARKS
Dec 25 (Mon)- Jan 12 (Fri)	First phase : On-line Accommodation Application (線上申請住宿)	➤ <b>How to Apply 申請方式 :</b> Login the online "Dormitory Application System" in opening period. URL : <a href="http://163.23.1.52/dorm_oapply/login.php">http://163.23.1.52/dorm_oapply/login.php</a> or Scan the QR code
Feb 26(Mon) – Mar 30(Fri)	Second phase: On-line Accommodation Application (線上申請住宿)	➤ <b>How to Apply 申請方式 :</b> Login the online "Dormitory Application System" in opening period. URL : <a href="http://163.23.1.52/dorm_oapply/login.php">http://163.23.1.52/dorm_oapply/login.php</a> or Scan the QR code
Apr 1(Sun)	Applications Confirm 申請確認	➤ Accommodation Service Section will confirm and examine the students' applications.
Apr 2(Mon)	Application Result Announcement	➤ Please click the link to confirm your application. <a href="http://sa.dyu.edu.tw/ulc2701/">http://sa.dyu.edu.tw/ulc2701/</a>
Apr 9 (Mon) – Apr 27 (Fri)	Pay for Dormitory deposit fee (NT\$1,000) 繳納住宿保證金	➤ Login the online "Dormitory Application System" and print the Dormitory deposit fee bill and pay for it. URL : <a href="http://163.23.1.52/dorm_oapply/login.php">http://163.23.1.52/dorm_oapply/login.php</a> ➤ <b>Your accommodation qualification will be cancelled if you don't pay the money in time.</b>
Apr 5th (Wed)– Apr 14th (Fri)	Bedroom Registration 床位登記 (Only for those who want to live together)	➤ Those who prefer to live together, please come to Accommodation Service Section (A113) to register within the announcing time. Otherwise you don't need to register and your bed will be allocated by dormitory counselor directly.
May 21 (Mon)– May 25 (Fri) 8 : 00 -12 : 00 am 1 : 00 - 5 : 00 pm	Bedroom allocation 床位分配	➤ Accommodation Service Section will allocate your bed and room under your willing as possible. But allocation of dormitory beds and rooms is determined by dormitory counselor based on the circumstances. Dormitory counselor reserve right to allocation of dormitory beds and rooms. ➤ Diligent Dormitory will provide accommodation service within winter and summer vacation, students live there must complete the check-out procedure, including clean and empty their space during that periods.
May 27 (Sun)	Assigned bed Announcement	➤ Announcing the room and bed numbers by Accommodation Service Section. ➤ URL : <a href="http://sa.dyu.edu.tw/ulc2701/">http://sa.dyu.edu.tw/ulc2701/</a>
Aug 1 (Tue)– Aug 15 (Wed)	Pay for Dormitory fee	➤ Complete the payment of full Dormitory fee and keep the receipt. ➤ Your accommodation qualification will be cancelled if you don't pay the money in time. ➤ Those who have scholarship, school will deduct the dormitory fee from your scholarship. Return the overcharge and demand payment of the shortage.

**2. Eligibility & limitation 資格及限制**

- (1) All of the international students without violation points or unpaid dorm fee bill.
- (2) You can't apply if you have any of the following situations during the accommodation of 106<sup>th</sup> Academic Year :
  - a. Accommodated another student of the opposite sex in your living area without permission.
  - b. Violated the rules of Dormitory more than three times.
  - c. Absence during roll call at night and didn't apply for the leave or eliminate the absence records

more than five times .

d. Got the permission of accommodation, but moved in without following the rules.

### 3. Dormitory allocation 床位分配

- (1) Accommodation Service Section will arrange your bed and room under your willing as possible. But allocation of dormitory beds and rooms is determined by Dormitory counselor based on the circumstances. Dormitory counselor reserve right to allocation of dormitory beds and rooms.
- (2) Diligent Dormitory will provide accommodation service within winter and summer vacation, students live there must complete the check-out procedure, including clean and empty their space before that periods.

### 4. Moving-in Dormitory 宿舍進住

- (1) During the first week of the beginning of the semester, residents should bring their payment receipt to dormitory manager room to get the room key and complete the moving-in procedure.

Dormitory	Chinese Pronunciation	Manager Room No.
大葉學舍 DA-YEH Dormitory	DA-YEH HSUEH-SHE	1100
四肯學舍 Four-Willing Dormitory	SZU-KEN HSUEH-SHE	2612
業勤學舍 Diligent Dormitory	YEH-CHIN HSUEH-SHE	5138
大葉一舍 DA-YEH 1 <sup>st</sup> Dormitory	DA-YEH YI-SHE	Y216
樂群學舍 LE-CHUN Dormitory	LE-CHUN HSUEH-SHE	Gate square

- (2) After entering the room, residents should check the room facilities in detail. The original damaged or missing part of room facilities should be reported to be repaired as soon as possible. Residents have the responsibility to look after the school properties assigned for personal use. If there is any damage of room facilities, the resident will have to pay for the item according to its price.
- (3) The dorm management personnel and dorm repairman may enter and inspect your room if necessary or if there is an emergency.

### 5. Moving-out Dormitory 退宿

- (1) Residents planning to graduate, suspend their studies, or drop out, or move out for personal reasons, or are evicted from the dormitory, should move out dormitory according to DYU Student Dormitory Regulations.
- (2) Moving-out procedure
  - a. Go to Accommodation Service Section to take the application form. Move out in two days after completing the procedure of application. On that day of moving out, please bring the permission application receipt and return the room key to dormitory counselor, then you will get the refund of the key deposit NT.200. If you don't empty your room, you can't get the refund.
  - b. If you didn't complete the moving-out procedure, you can't apply for accommodation of next academic year.
- (3) Students suspend their studies or dropped out will get the refund according to the school rules. *Those who want to apply for moving-out for personal reasons should submit application within one month from the beginning of the first semester of 107th academic year to get the refund( two-thirds of the dormitory fee; the air-conditioning electricity fee will be refunded after the unified settlement at the end of the academic year.)* No refund if you don't apply in time.

### 6. Accommodation Information 住宿須知

- (1) All students living in the dorm must obey the rules of Dormitory.
- (2) Residents need to obey the following rules :
  - a. *Roll call time at 22:30 pm.*
  - b. *Room lights out at 23:00 pm.*  
(Those who live in DA-YEH 1st Dormitory please bring your own desk lamp. )
  - c. Smoking is completely prohibited inside and outside of the Dormitory. Violate this rule will be punished according to the school rules.
  - d. Those who want to exchange room can submit the application within announcement time after moving into your room at the beginning of the semester. Then exchange your room after getting the permission. Everyone is allowed to exchange room one time per semester. *Notice that if you exchange room in private without permission, your accommodation qualification of current academic year will be canceled, and you will be evicted from the dormitory and no longer eligible for campus housing.*