

退宿申請單

Application for Canceling the Dorm Assignment

申請退宿時間/Requesting Cancellation for		學年/Academic Year	學期/Semester
學號 Student ID No.		姓名 Name	
寢室號碼 Student Dormitory		系級 Department	
申請原因 Reasons for Application			
法定代理人簽名 Signature of Legal representative	申請者若已滿 18 歲得不填寫。 Applicants aged 18 or above are not required to fill in this section.		
學生簽名 Signature of Applicant			
國際教育合作處簽名 Signature of office of international Education and Programs	僅限境外生 For international students only.		
法定代理人 聯繫電話/手機 Telephone Number	申請者若已滿 18 歲得不填寫。 Applicants aged 18 or above are not required to fill in this section.		
學生聯繫電話/手機 Telephone Number			
校外住址 Address			

注意事項 Important Notes:

一、爾後在外之一切生活與安全，概由本人自行負責。

You have to be responsible for your behavior and security after you leave the campus.

二、退宿標準 Conditions for Dormitory Withdrawal:

1. 因病(傷)需長期由家長照護。(需檢附醫療院所開立之證明)

The student is unable to continue living in the dormitory due to illness or injury and requires long-term care from family members. (A medical certificate issued by a healthcare institution must be attached.)

2. 因家庭發生重大變故，需學生在家照護者。(需檢附相關證明文件)

The student needs to stay at home to care for family members due to a major family incident. (Relevant supporting documents must be provided.)

三、辦理退宿需經由宿舍輔導老師簽署同意後，繳回學生住宿中心經承辦人及單位主管同意後始能退宿。

Dormitory withdrawal can only be completed after obtaining the dormitory counselor's approval and the subsequent approval of the staff in charge and the unit supervisor at the Student Housing Center.

四、退宿退費依學校相關規定辦理。

Refunds for dormitory withdrawal shall be processed in accordance with the university's regulations.

宿舍輔導老師意見 Guidance Officer	
宿舍承辦老師意見 Case Officer	
學生住宿中心主任意見 Director	

中華民國

年/Year

月/Month

日/Day