

_____學年度_____ 學期床位更換申請單

Application for Transferring the Ownership of the Bed ____Academic Year____Semester

學號 Student ID No.		姓名 Name	
寢室號碼 Student Dormitory		系級 Department	
手機 Telephone Number			
更換寢室 Transferring the Student Dormitory	寢室號碼/ Room number	床號/ bed number	
申請原因 Reasons for Application			
緊急聯絡人手機 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		
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.		

注意事項 Important Notes :

一、辦理床位更換須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更換寢室。

Room changes require approval from the dormitory advisor and the Student Housing Center.

二、如申請更換至住宿費較低之寢室，原則上差額不予退費，惟價差新臺幣2,000元以上者將另案處理；如更換至住宿費較高之寢室，則需補足差額。如有相關疑問，歡迎洽詢學生住宿中心。

Moving to a lower-fee room generally does not result in a refund, except if the difference exceeds NT\$2,000. Moving to a higher-fee room requires payment of the difference. Contact the Student Housing Center for questions.

三、更換寢室申請需待宿舍有空床位可遞補時，由學生住宿中心安排且不得選擇床位。

Room changes are only possible when a bed is available and will be assigned; students cannot choose a specific bed.

四、接受通知有空床位起三日內須於棟長驗收後歸還原寢室鑰匙，並領取新寢室鑰匙。

Once notified, students must return the old room key and collect the new one within three days.

五、若發現有私自更換床位者，經查獲依違反宿舍規定辦理。

Unauthorized room changes will be treated as a violation of dormitory rules.

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	

申請時間： 年/Year 月/Month 日/Day