

致：住宿輔導組

TO：Student Housing Service Section

學士班宿舍

Undergraduate Dorm

碩博士班宿舍

Graduate Dorm

**退離宿流程：宿舍區管理人員檢查寢室→三天內至住宿組辦理退費(持本表及宿費收據)**

**Procedure for moving out of the dorms**：Resident Hall service counter (to inspect the room) → Student Housing Service Section (within 3 days of inspection, bring your receipt for dorm payment to process your exit record, dorm fee reimbursement, or dorm deposit refund)

注意：1. 僅退住宿保證金者可不交宿費收據；「宿費繳費收據」若遺失，可請出納組補發。

2. 由住宿組造冊匯入同學(於政大網頁-在校學生-個人基本資料)登記之帳戶。

3. 僑生及外籍生因離宿後即出國、帳戶已結清無法領取者，另再填「僑外生退住宿保證金轉入代領人帳戶領據」辦理，外籍交換生請向相關系所辦理退還「住宿保證金」。

Note：1. It is not necessary to hand in the receipt for dormitory fee if you apply only for the deposit. If you have lost your receipt, you may get a copy at the Cashier Office.

2. The refund will be deposited directly into the students' bank account (as registered in the student information file) by the Student Housing Service Section.

3. Oversea Chinese Students and Foreign students who are not able to receive refund through the above method due to the reasons of immediate departure after moving out of the dorm or bank account being closed already, may fill out the form of "Application for overseas Chinese and foreign students requesting transfer of funds to an alternative account" to apply for the deposit refund. Exchange students should go to the office of their departments to apply for a dorm deposit refund.

( ) 學年度住宿生退離宿暨退還「住宿保證金」申請表 Application for Leaving the Dorm/Deposit Return 申請日期(Date)：_____				
系所 Department	學號 Student ID No.	姓名 Name		
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	退宿寢號 Dorm/Room No.	電話 Tel	E-mail
房間人數 Room Type	<input type="checkbox"/> 一人房 single room <input type="checkbox"/> 二人房 double room	<input type="checkbox"/> 三人房 3-person room <input type="checkbox"/> 四人房 4-person room	學生身份 Student Category	<input type="checkbox"/> 台生 Local student <input type="checkbox"/> 僑生 Overseas Chinese <input type="checkbox"/> 一般外籍生 Foreign student <input type="checkbox"/> 交換生 Exchange student <input type="checkbox"/> 陸生 Mainland China students
退宿原因 (可複選) Reason for leaving (you may choose more than one)	<input type="checkbox"/> 住宿期滿 Exceeding the maximum number of terms allowed living in the dorm. <input type="checkbox"/> 休退學 Discontinuing studies. <input type="checkbox"/> 轉學 Transferring to another school <input type="checkbox"/> 畢業 Graduating <input type="checkbox"/> 註銷學籍 Canceling student registration	<input type="checkbox"/> 去與親友同住 Moving in with friends/relatives <input type="checkbox"/> 校外覓得合適租屋 Renting an apt off-campus <input type="checkbox"/> 宿舍設施過於簡陋 Dorm facilities too inferior <input type="checkbox"/> 與室友相處不易 Unable to get along with roommates <input type="checkbox"/> 作息時間和室友不同 Rest hours are different than roommates	<input type="checkbox"/> 住宿違規滿十點，勒令退宿 Accumulated 10 penalty points <input type="checkbox"/> 宿舍位置偏遠出入不易 The dorms are too out of the way; coming and going is difficult <input type="checkbox"/> 其他(請說明) Other (please explain)	
受委託人簽章 Signature of Applicant/Sponsor：_____		電話 Tel：_____		
受委託人學號 Sponsor's Student No.：_____		系級 Department：_____ E-mail：_____		
以下由宿舍管理人員填寫 The section below is for the dorm management.				
寢室檢查 Room Inspection	項目 Item	住宿保證金 扣款金額 Dorm deposit subtractions	備註 Add notes	
	1、財產損失 Property Damage			
	2、垃圾清理 Removal of trash/cleanness of area			
	3、延遲搬 Extension of dorm stay			
	4、其他 Other			
	扣款總金額 Total amount subtracted from deposit		扣款金額若超過住宿保證金 1000 元以上，另予追繳。If the amount of subtractions exceeds the original deposit of NT\$1,000, you will be asked to pay the difference.	
	檢查人員簽名：管理人員 日期：		或舍顧	
住宿組處理欄	<input type="checkbox"/> 登錄宿舍管理系統 <input type="checkbox"/> 退宿費：2/3、1/2、不退 <input type="checkbox"/> 退住宿保證金 _____			