

Regulation of Student Dormitory Counseling and Governing

Article I. The “Regulation of The Student Dormitory Counseling and Governing” is to create a multiple learning platform, to train student’s autonomic attitude, to maintain the life quality and safety, and to let student get complete cultivation, to implement our school motto “REVER THE DIVINE, LOVE THE HUMAN,”

Article II. The Office of Student Affairs manages the dormitory and provides supervision and coordination. The Military Education is in charge of work planning, implementing, managing and returning. The main points are as follows:

1. To arrange student’s life convention and course counseling.
2. To count and report the state of each students.
3. To take care of students’ physical and mental health, and to train their life skills.
4. Inspections for malfunctions and equipment maintenance.
5. Arrangement for work of safety in dormitory and drill of emergency handling process.

Article III. The Student’s Dormitory Administration Committee:

1. The Military Education Office should provide student to found “the Student’s Dormitory Administration Committee,” and supervise the operation.
2. The duties of the Student’s Dormitory Counseling
 - (1). To help dormitory implement the rules.
 - (2). To make student life convention.
 - (3). To maintain dormitory’s public order.
 - (4). To help the course counseling.
 - (5). To reflect students’ opinion.
 - (6). To deal with general affairs.

Article IV. Dormitory Application: Student with formal registration of our school.
Student who lives in other's city or cannot commute two places in a day.

Article V. Time of application:

1. Please apply during the time of regulation from the Military Education Office.
2. Student who still wants to stay in dorm can apply in May annually.
3. The application will not be accepted if the applicant does not apply on time.

Article VI. Bed of the dormitory allocating: Rules of dormitory bed allocation

1. The priority of allocating:
 - (1). The first priority: Student with low-income family(free) or lower-middle-income family; having a physical disability of freshman of Junior College Division; student who is expatriated by government; international student.
 - (2). The second priority: Student who volunteer in the Military Education Office and the committee of dormitory.
 - (3). The third priority: Freshmen and student who still want to stay in dormitory.
2. The School has the authority to save some beds for emergency.
3. Except for school allowing that scholarship student and exceptional student have the priority for dormitory, the international student have the priority for dormitory, and the priority right is reserved for only two years start from your entering

Article VII. The way of application and drawing: Student applies for the bed online.
Student representative would witness the draw, and then it would be announced with the qualification and waiting list.

Article VIII. Waiting list: if student do not pay and check-in on time, it will be regard to give up voluntarily, and then student who is waiting for bed could fill a vacancy in order of precedence.

Article IX. Paying and move-in:

1. Student should apply for dormitory a year, the duration of dormitory staying last a year, not including winter and summer vacation. You need to pay for each semester.
2. Do not change and transfer the bed without permission, student who is against the rule would cancel the right of staying in dormitory for a year.
3. Dormitory fee of per semester is according to the announcement of Accounting Office, and student should pay the deposit for NT\$5000.
4. For some reasons, students who stay in dormitory during the winter and summer vacations should pay NT\$1000 per week. Some groups for activities want to stay in dormitory during winter and summer vacations, they should pay as Regulation of Lending Dormitory.
5. After paying and entering process, student should move in dormitory during the announced time. Students who do not pay and move in required time or not complete the entering process will give up their right, and the school can move their stuff out forcibly. Student cannot object.
6. Student who moves in dormitory temporary should pay the fee as winter and summer vacations.

Article X. Reason of moving out: student who has one of following reasons can move out dormitory.

1. Student who has stayed for one year.
2. To take study leave, withdraw from school, transfer to other university.
3. For some reasons, student wishes to vacate the dormitory.

4. Against public health, public safety, or violating dormitory regulations many times, student does not improve after counseling with manager or the Student's Dormitory Administration Committee.

Article XI. The refund regulation for the student who move out because of the following reasons are as follows:

1. Stayed for one year: refund all of deposit.
2. To take study leave, withdraw from school, transfer to other university: after the approval of the Dean of student affairs, the dormitory will refund the dormitory fee according to the Regulation of Leaving Absence and Schooling Resumption. The deposit will be handling according to the contract rules.
3. Do not stay in dormitory for a year: do not refund the deposit, dormitory fee would be refunded according to the Regulation of Leaving Absence and Schooling Resumption.
4. The students who against public health, public safety, or violating dormitory regulations for many times. The dormitory will refund the dormitory fee according to the Regulation of Leaving Absence and Schooling Resumption. The deposit will be handling according to the contract rules.

Article XII. Withdrawing process:

1. To fill up the moving-out form.
2. After cleaning and clearing the room, the dormitory manager has to check out.
3. Student must pay for any losses or damage to university property; student who does not clean the room or does not clear out would need to pay NT\$ 500 for cleaning fee.
4. Return the paper form and move out within the required time.

Article XIII.

1. To maintain dormitory safety and rules, the dormitory has set another Wenzao Student Life Convention.
2. The Student Life Convention has the authority to revise the rules year after year.

3. The Student Life Convention has been formulated by the Student Dormitory Administration Committee. Upon being passed at the Administrative Council Meeting and approved by Student Affairs Office. Any revision must follow the same procedure.

Article XIV. Student who breaks the dormitory rules will have to stop staying in dormitory for a year.

Article XV. The Military Education Office examines all the affairs of rewards and penalties of student.

Article XVI. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.