

National Chengchi University International House Students' Area Regulation Addendums

Approved by the Office of International Cooperation Committee, March 19, 2014

1. Based on National Chengchi University International House Regulations, this addendums is established to foster management efficiency, and guarantee the safety and quality of I-House Students' Area.
2. Office of International Cooperation supervises the management of I-House Students' Area from second to fifth floors. (hereinafter referred to as "the Area"). Daily management including room assignment is handled by an authorized private contractor. In addition, an I-House advisor would be available to assist accommodating students to the adjustment of life in Taiwan and/or other counseling.
3. In order to maintain a quality environment, anyone with a communicable disease (as defined by law) or chronic psychiatric disorder that requires quarantine or special treatment are not allowed to apply for accommodation. If such individuals have a special need for accommodation, a written request to the President of NCCU is required with a diagnosis statement from a public hospital. Once approved, accommodation is allowed.
4. Eligibility criteria and applying priority:
 - (1) Priority will be given in the following order: 1. Exchange students; 2. Visiting students; 3. Degree students; 4. Short term NCCU students (including Chinese Language Center students); 5. Other guests approved by the President or other authorized parties.
 - (2) I-House reserves 12 beds for visiting students. After the allocation process has been completed any spare rooms will be made available to other applicants.
 - (3) In order to facilitate interaction and exchange between domestic students and international students, 10 beds will be reserved for use by domestic students at I-House. After the allocation process has been completed any spare rooms will be made available to other applicants.
 - (4) A random draw of applications is used to settle any insufficient accommodation.
5. Fees and payment schedules:
 - (1) Accommodation fee: must be paid upon check-in. Accommodation fees for degree and exchange students are calculated by semester. Single suite NT\$58,500 per semester; double suite NT\$38,250 per person per semester. Accommodation fees for visiting and short term NCCU students are calculated monthly. Single suite NT\$13,000 per month, double suite NT\$8,500 per person per month.

For degree and exchange students, the above mentioned semesters refer to the period of September to January the following year for Fall semester, and February to June for Spring semester. The exact accommodation period is subject to the OIC announcement.

- (2) Deposit: equivalent to one month's accommodation fees. The deposit must be paid within 10 days of the formal posting of the approved residence list on the OIC website. The deposit may also be deducted from resident's accommodation fee upon check-in at I-House.
- (3) Security deposit: equivalent to one month's accommodation fee. Paid upon check-in, returned upon check-out should no extra charge or damages found.
- (4) Telephone and excess electricity charges: calculated each month, based on actual telephone and electricity use. Phone calls within Taipei are charged 3NT\$/minute; electricity quota per room per day is 1 kilowatt hour, exceeding electricity use is charged 2.5NT\$/kilowatt hour. These charges, as mentioned previously, are to be paid with accommodation fee the following month or upon check-out.

In order to increase efficiency and standardize the procedure, security deposit is exempted for applicants who pay with a credit card.

Method of payment and applicable accommodation rates are adjustable for groups and those taking residence in I-House during summer and winter vacations.

6. Refunds and other charges:

(1) Refund of accommodation fee:

- a. I-House degree and exchange students' refund and payment guidelines are as follows:

Refund application deadline	Refund Guideline
From check-in date to 10 days after the official start of classes	Will be refunded two thirds (2/3) of the total accommodation fee
Ten days after the semester begins up to the day marking 1/3 completion of the semester	Will be refunded half (1/2) of the total accommodation fee
Past 1/3 completion of the semester	Will not be eligible for a refund

I-House assignment time	Payment policy
Within ten days after the official start of school	Pay full accommodation fee for one semester
Ten days after the semester begins up to the day marking 1/3 completion of the semester	Pay three fourths (3/4) of the accommodation fee for one semester
From the day marking 1/3 completion of the semester to 2/3 completion of the semester	Pay half (1/2) of the accommodation fee for one semester
Past 2/3 completion of the semester	Pay one third (1/3) of the accommodation fee for one semester

- b. Visiting and short term NCCU students: residents staying less than one month are not eligible for refunds. Starting the second month, residents are eligible for an early check-out refund of two thirds of the monthly rate if staying for 10 days or fewer; one third of the monthly rate for 11 to 20 days; and no refund for 20 days or more of that month.
 - (2) No refund of deposit for cancellation and reservation will be cancelled three days after the scheduled check-in date.
 - (3) Refund of security deposit:
 - (a) All accounts need to be cleared before security deposit is refunded.
 - (b) Damaged or lost items will be charged separately.
 - (4) Telephone and excess electricity charges:
 - (a) Continuing Residents: Payment is due along with the following month's accommodation fee.
 - (b) Discontinuing residents: Payment is due upon check-out.
7. Check-out procedure:
Fill out a check-out application, ask for room inspection, clear all accounts, and return key card. Damaged or lost items will be charged at the defined rate.
- Early check-out refund, refer to Article 6. Electricity and telephone charges are calculated until the check-out date.
8. Residents will be expelled due to failure to pay accommodation fees three days after due date, or serious breach of following regulations:
- (1) Resident who commit any of the following acts will be asked to vacate from I-House immediately and will not be eligible to apply again for I-House accommodation.
 - (a) Burglary or theft ;
 - (b) Possession of weapons ;
 - (c) Sexual misconduct including, but not limited to, non-consensual contact, obscene behavior, exposure or stalking.
 - (d) Consumption of illegal substances
 - (e) Failure to participate in a fire drill within two months after a semester starts (applicable to students who reside in I-House on a semester basis.)
 - (f) Other disruptive and dangerous conducts, including, but not limited to, behaviors that jeopardize or threaten the safety or health of others or themselves.
 - (2) Residents committing the following conducts three times will be asked to vacate from I-House, and will not be eligible to apply for I-House accommodation for one year starting from the actual check-out date.
 - (a) Smoking, making excessive noise, alcohol consumption, entering other's room without permission, keeping pets, or cooking in rooms.
 - (b) Keeping guests overnight from 22:50 to 07:00 next day.
 - (c) Throwing a party ,or cooking using cooking utensils that are not provided in open areas, without application.

(d) Other conducts affecting accommodation and/or management quality.

9. These addendums and any amendments thereof shall be promulgated by NCCU President after being approved by the Office of International Cooperation Committee.

國立政治大學國際學人暨學生會館學生會館區管理要點施行細則

99年11月25日國際合作事務委員會議通過
100年1月13日國際合作事務委員會議修正通過
100年3月23日國際合作事務委員會議修正通過
100年4月27日國際合作事務委員會議修正通過
100年6月23日國際合作事務委員會議修正通過
100年9月14日國際合作事務委員會議修正通過
100年11月16日國際合作事務委員會議修正通過
101年5月30日國際合作事務委員會議修正通過
102年1月17日國際合作事務委員會議修正通過
102年3月21日國際合作事務委員會議修正通過
102年11月1日國際合作事務委員會議修正通過
103年3月19日國際合作事務委員會議修正通過

第一條 國立政治大學(以下簡稱本校)為提昇學生會館區之管理效能並確保安全與住宿品質，特依據本校國際學人暨學生會館管理要點訂定本細則。

第二條 該館二樓至五樓學生會館區(以下簡稱本區)之管理，由國際合作事務處督導並由委外管理單位負責辦理床位分配及管理相關事宜。本區得設會館輔導老師，協助入住學生適應本地生活並進行活動輔導。

第三條 為維護住宿學生之健康，患有法定傳染性疾病或精神異常於短期內無法痊癒而有隔離必要或特殊治療者，不得申請住宿。如確實有住宿需求者，應檢具公立醫院診斷書，專案報請校長核可後，始得申請入住。

第四條 床位分配原則如下：

- 一、分配之優先順序原則：(一)交換生；(二)訪問生；(三)學位生；(四)本校短期研修生(含華語生)；(五)其他經專案簽報校長或其授權人核准者。
- 二、惟因應來校訪問學生之短期需求，保留十二床供訪問生使用。分配後若有所餘，將予以流用。
- 三、為促進本地學生與國際學生之交流，保留十床供本地學生使用。分配後若有所餘，將予以流用。
- 四、床位不足時，則抽籤決定之。

第五條 本區各項費用之收費標準及收費時間如下：

- 一、宿費：於入住前繳交，學位生及交換生按學期計費，單人套房五萬八千五百元、雙人套房每位三萬八千二百五十元；其餘借住人按月計費，單人套房一萬三千元；雙人套房每位八千五百元。
- 二、訂金：同一個月宿費，於核准公告十天內繳交，入住時折抵宿費。
- 三、押金：同一個月宿費，入住時繳交，離宿時退還。
- 四、電話費及超支電費：大台北地區電話由櫃臺轉接，每分鐘收費三元；電費每間每天基本用電為一度，依超額度數按月收取，每度二點五元。前述費用於次月繳交宿費或離宿時支付。

前項學位生及交換生住宿期間，第一學期為每年九月至次年一月，第二學期為每年二月至六月。詳細住宿期間依公告為準。

為提升行政效率並簡化流程，以信用卡支付各項費用者得免交押金。

團體入住及寒暑假繳退費方式與金額得彈性調整。

第六條 各項費用之退還及補繳標準如下：

一、宿費之退還及補繳：

(一) 學位生及交換生：

1. 退費標準表：

退宿申請時間	退還宿費標準
入住後至開學起十天內	退還三分之二宿費
開學十天後至學期三分之一基準日止	退還二分之一宿費
逾學期三分之一基準日後	不退還宿費

2. 補繳宿費標準表：

分配住宿時間	補繳宿費標準
開學起十天內	繳交全額宿費
開學十天後至學期三分之一基準日止	繳交全學期四分之三宿費。
學期三分之一基準日後第一天起至學期三分之二基準日止	繳交全學期二分之一宿費。
逾學期三分之二基準日後	繳交全學期三分之一宿費

(二) 其餘借住人未住滿一個月欲提早退住者，不予退費。已住滿一個月欲提早退住者，於未住滿之當月，入住十日以下退該月費用三分之二；十一日以上二十日以下退該月費用三分之一；入住逾二十日則不予退費。

二、訂金一律不予退還，於入住時折抵宿費。逾三日仍未入住者取消訂房。

三、押金之退還與補繳：

(一) 學生退房時，經櫃台確認賠償金額後，辦理退費或補繳作業。

(二) 各項設備物品的賠償金額另定之。

四、電話費及超支電費之補繳：

(一) 續住者，與次月宿費一併繳交。

(二) 離宿者，於退房時結清。

第七條 學生辦理退房前須填寫退房申請表，通知櫃台人員清點住房財產物品，結清一切費用並交還門卡。如有損壞或遺失物品，須依規定賠償。

提前退宿者，已繳之住宿費用依本要點第六條規定辦理退費並依未住之日數計算核退費用，電費及電話費則計至歸還鑰匙之當日止。

第八條 學生若逾期三日未繳交宿費，或違反下列住宿規範者，將取消入住資格，已繳之訂金亦不退還。

一、 如有以下情事視為情節重大，應立即取消其入住資格，並不得再申請住宿。

(一) 盜竊。

(二) 攜帶武器。

(三) 性騷擾或猥褻行為。

(四) 吸食違禁品。

(五) 依學期入住之學生逾開學兩個月後仍未參加消防演練。

(六) 其他足以危害或威脅他人或自己的行為。

二、 如有以下情事經記錄達(含)三次者，應立即取消其入住資格，並自退宿登記日起一年內不得再申請住宿：

(一) 吸煙、喧嘩、飲酒、未經允許進入他人房間、豢養寵物或房內烹煮食物。

(二) 晚上十時五十分至隔日早上七時間，攜同訪客留宿。

(三) 未經申請，而在公共空間使用其它烹煮炊具或舉辦派對。

(四) 其他嚴重影響住宿品質及管理之情事。

第九條 本辦法經國際合作事務委員會議通過後發布施行，修正時亦同。