

輔仁大學宿舍服務中心

113-2 延後退宿及 114-1 提前入住須知

114.05.22

- 一、依據輔仁大學住宿學生提前入住、延後退宿作業原則第三條規定，辦理提前入住、延後退宿申請資格審查，住宿學生須配合宿舍管理單位於必要時調整寢室，並遵守規定公告時程辦理宿舍退宿/入住作業。
- 二、申請日期：114.05.26（一）～05.29（四）每日上午 8：00～16:00，逾期不候。
- 三、申請方式：請住宿學生備妥「**輔仁大學住宿學生提前入住及延後退宿申請單**」，經所屬單位審查：
 - （一）僑陸生須經僑陸組彙整名冊送宿舍服務中心同意後辦理。
 - （二）外籍生須經國教處彙整名冊送宿舍服務中心同意後辦理。
 - （三）住宿學生因系所課程或特殊需求，經系所單位核章後，送宿舍服務中心同意者後辦理。
- 四、收費標準：
 - （一）依「**輔仁大學住宿學生提前入住、延後退宿收費標準**」，依各宿舍房型規定按日收費。
 - （二）提前入住與延後退宿以三日為限，如超出三日則應辦理暑住登記。
- 五、繳費方式：
 - （一）繳費單：請於 114.06.06（五）～06.11（三）至「台新銀行學雜費入口網下載」，網址：<https://reurl.cc/Yjlkmd>
 - （二）繳費截止日：114.6.11（三）前。
 - （三）若於繳費後不住者，不予退費，請審慎考慮。逾期未繳納者，即視為放棄申請，不再另行通知，且請務必遵守於 06.22（日）17:00 前辦理退宿作業，如未依規定時間完成退宿，則依保證金退費規則辦理。

113-2 延後退宿及 114-1 提前入住時程

項目	日期時間	內容
113-2 學期末 宿舍退宿	06.22（日）17:00 前	1. 所有住宿生務必遵守於 06.22（日）17:00 前辦理退 宿，未依規定時間完成退宿， 則依保證金退費規則辦理。 2. 延後退宿者，憑繳費單入住。
	06.22（日）至 06.23（一）	限暑假住宿者或搬入宜聖宿舍 者，06.22~06.23 於原宿舍住 宿，可免收住宿費，如有使用 冷氣須收費。
	06.23（一）至 06.25（三） 每天中午 12：00 前退宿	延後退宿者，請依申請最後退 宿日中午 12：00 前退宿。
		住宿生再延後，請辦理暑假住 宿。
114-1 開學前 宿舍入住		住宿生再提前，請辦理暑假住 宿。
	09.09（二）至 09.11（四） 每天 9：00~17：00 入住	提前入住者，憑繳費單入住。

Fu Jen Catholic University Dormitory Service Center

Notice Regarding Late Check-Out for Spring Semester 2025 and Early Check-In for Fall Semester 2025-2026

05.22.2025

- I. According to Article 3 of Fu Jen Catholic University Residents Regulations for Early Check-In and Late Check-Out, a qualification review will be conducted for these requests. Residents are required to cooperate with the dormitory management unit in necessary room adjustments and adhere to the announced schedule for dormitory check-out/check-in procedures.
- II. **Application Dates:** From **May 26 (Mon) to May 29, 2025 (Thu), from 8:00 AM to 4:00 PM.** Late applications will not be accepted.
- III. **Application Procedure:** Accommodation students are required to prepare the '**Fu Jen Catholic University Dormitory Residents Early Check-In and Late Check-Out Application Form**' for review by the respective unit:
 1. **Overseas Students and Mainland Students:** the forms must be endorsed by the Overseas Students Office before being submitted to the Dormitory Service Center for approval.
 2. **Foreign Students:** the forms must have endorsed by the Office of International Education and then submitted for approval to the Dormitory Service Center.
 3. **General Students:** students with special course requirements or specific needs from their departments must have their forms endorsed by their department unit and then submitted for approval to the Dormitory Service Center.
- IV. **Fee Standards:**
 1. In accordance with the '**Fu Jen Catholic University Fee Charging Standard for Early Check-In and Late Check-Out Regulations**,' charges will be applied on a daily basis according to the specifications of each dormitory room type.
 2. **Early check-in and Late check-out are permitted for up to three days. If the stay exceeds three days, summer break registration procedures must be completed.**
- V. **Payment Method:**
 1. Payment form : Please download the payment form from **the Taishin Tuition Payment portal** from **June 6 (Fri) to June 11, 2025 (Wed)** at the following link: <https://reurl.cc/Yjlkmd>
 2. Payment Deadline: **Before June 11, 2025 (Wed)**
 3. Please bear in mind that there will be no refunds for those who have paid but do not reside. Failure to pay by the deadline will be considered as an abandonment of the application, and no further notice will be given. Moreover, please ensure the check-out procedure is completed by June 22, 2025 (Sun), by 5:00 PM. Failure to check out within the stipulated time will lead in the application of the security deposit refund policy.

Schedule for Late Check-Out for Spring Semester 2025 and Early Check-In for Fall Semester 2025-2026

Event	Date	Description
Checking-Out for the End of Spring Semester 2025	June 22, 2025 (Sun) by 5:00 PM	<p>1. All residents must comply with the check-out procedure by June 22, 2025 (Sun) at 5:00 PM. Failure to check out by this deadline will result in the implementation of security deposit refund regulations.</p> <p>2. For Late Check-Out, please present your payment receipt at your respective dormitory.</p>
	June 22 (Sun) to June 23 (Mon)	For residents staying during the summer break or those moving into the Yi-sheng dormitory, you can stay in your original dormitory from June 22 to 23 , and the accommodation fee will be waived. However, charges will apply if air conditioning is used.
	June 23 (Mon) to June 25 (Wed) Daily check out before 12 PM	For those with late check-outs, please check out by noon (12:00 PM) on the requested final check-out date.
		Residents requesting further postponement should proceed with summer break accommodation.
Checking-In for Fall Semester 2025-2026		For residents requesting further early check-in, please proceed with summer break accommodation.
	Sep 9, 2025 (Tue) to Sep 11, 2025 (Thu) Check-In time: Daily from 9 AM-5 PM	For early check-in , please present the payment slip at your respective dormitory.