One. For purpose of raising lodging environments, maintain community discipline and lodging security also cultivate student self-rule to form a sound habit and keep student’s mind to study, this Policy is duly enacted.

Two. Annual lodging:

I. Students shall duly complete application procedures before lodging.

II. Students shall apply for school lodging on an annual basis (on grounds of school calendar).

III. The annual lodging is for the period which begins three days prior to first semester registration until the 5th day following completion of the final examination of the second semester. Pursuant to school calendar, school dorms are closed during the Chinese lunar New Year period. A student who must lodge during such period shall apply to the Housing Service Division for approval beforehand.

IV. For freshmen:

   (1) Undergraduate Department:

   1. Freshmen for the first undergraduate year will be provided with dorm beds by the Housing Service Division in package and are free from application procedures. A freshman meeting any of the following may lodge off campus but only after being approved by parents, homeroom teacher, and department chairman with verification by seal:

      (1) Suffering from an infectious disease as verified by a certificate issued by a public hospital.

      (2) Residing in Hsinchu County or the vicinity of Hsinchu City and voluntarily residing at home, with household registry book provided in Xerox copy.

      (3) Not able to lodge in the school dorm due to extraordinary circumstances, having been duly verified.

   2. The dorms of undergraduate freshmen are closed during winter vacation. The rooms will provide student camp and storage. Additionally, in residences with bunked beds, the person on the summit and the person on the ground have to do a swap every semester. If the both parties come to an agreement, it is not subjected to the limit.

   (II) Graduate Schools:

   1. According to matriculated note, graduate student will get academic number then apply lodging through website. The dorm bed allocation includes both the period of academic year and summer vacation. A graduate student who lodges only during summer vacation shall apply to the Housing Service Division.
2. A graduate student who lodges only during academic year shall apply to the Housing Service Division for refund.
3. The rosters of the dorm bed allocation shall be issued on the website of Housing Service Division.

V. Non-freshmen students:
   (1) Non-freshmen students (sophomores, juniors, seniors) shall apply for lodging at the time announced in public, and assignments will be made after applications are received by Housing Service Division.
   (2) Doctoral degree students of School Years I~VI as current dorm lodgers shall apply through the website. School Year I master degree students (excluding those for the third school year) and undergraduates in School Years I~III are allocated with dorms based on availability. The remaining beds will be allocated to website applicants who are not provided with dorm beds by order, and further remaining beds, if any, will be allocated through lot-drawing in public to students who are unable to apply through website, including students who have suspended from the University for one semester or failed to graduate as scheduled.

VI. In case of insufficiency, school dorms will be allocated pursuant to the following priorities:
   (I) The handicapped or ones having difficulty in movement.
   (II) Impoverished students, as supported by low income certificate.
   (III) Taiwanese aboriginal students, overseas Chinese students, foreign students, offshore island origin students, diplomat children and transfer students (only for the first semester after admission).
   (IV) Disadvantaged students, the children of families in special circumstances.

VII. Extraordinary cases having been reported by homeroom teacher, advisor professors or department military instructors or school team coaches and having passed preliminary review by the unit head and final review by the Student Dorm Committee.

VIII. Priority apply and extraordinary case students who violate the Student Accommodation Policy will deprive the related right of application.

IX. Students of Degree Programs shall not apply for school dorms.

Three. Summer/Winter vacation lodging:

I. Students shall lodge in school dorms collectively, for the period beginning the 6th day following the end of final exams until four days prior to registration for the next school year (or freshmen registration).
II. A student desiring summer vacation lodging shall apply within the specified time limit. Application beyond the time limit shall not be entertained and subject to availability.
III. A student apply for annual or summer lodging, and not finish quitting application, has no reason to refund.
IV. Undergraduate students, after being approved for their lodging application, shall pay lodging fee in full at the Cashier Division and shall submit the receipt to the Housing Service Division within the specified time limit to ascertain the rooms otherwise the applicants shall be construed as having waived their right to lodgings. In this event, any fee paid shall not be refunded.
V. Graduate students studying between school years shall pay for summer vacation lodging rates. Graduate students who do not wish to lodge in the dorm should be backed with justifiable reason as verified by documented certificate may apply to the Housing Service Division before summer vacation.
VI. A graduating student who fails to graduate or is backed by justifiable reason and thus lodges in school dorm during summer vacation shall provide supporting certificate issued by the respective Academic Department or the Institute apply to the Housing Service Division within the specified time limit for lodging.
VII. A new graduate student who desires to lodge in a school dorm before registration shall provide the admission notice and certificate issued by the Academic Department or the Institute and applies to the Housing Service Division for lodging.
VIII. For school societies or teams holding activities during summer or winter vacation, lodging day begins from the 8th day after the end of final exam. Any such group that desires to be lodged in a school dorm shall apply through the Division of Extracurricular Activities and get approval before lodging. The charge will be calculated based on the daily lodging fee of the year. Groups shall further comply with the lodging regulations. In order to make preparation for freshman students, summer lodging shall be ended before 12pm Aug 20 each year.
IX. For those who didn’t apply lodging in summer or winter vacation and wish to lodge in advance or to quit in middle term, the charge will be the same as the school society daily fee and total charge will not exceed the summer lodging fee.

Four. Incoming and outgoing:

I. When apply dormitory, one must finish signing the Student Dorm Agreement at first then can finish the application procedure. When manmade distribution to lodge, one should sign the agreement on network then the agreement will be effective. A student who fails to take the initiative to surrender the Agreement within one month from the move-in date as announced to public shall be deemed having been in gross offense of the Student Accommodation Policy and shall be deprived of the right to apply for lodging and the right to lodge and the paid of unused dorm fee shall not be refunded.

II. Students who live in dorm shall use student ID to enter or exit the dorms (If without student ID, one can apply from the residence office for a temporary card). For students’ safety reason at night, all dorm gates are closed 24 hours. Keys to bedrooms shall be provided by the residence staff member. Students shall not duplicate the keys.

III. Students may swap beds via on-line application within 10 days after the dormitory allocation result for next school year is announced. For those who desire to swap beds beyond the time limit specified shall apply to the Housing Service Division in person and will need to pay NT$250 handling fee per request. Supplementary charges or refund will be made based on the residence rate the individual is residing to and does not require interest. No cancellation of housing shall be permitted after May 30th. A student notified of being assigned a bed from waiting before/after May 30th should indicate availability or decline housing if he/she would not like to be in residence within 14 days since the date of being notified. Otherwise it will be regarded as “occupied residence”, and he/she will be charged for the residence fee. A refund of housing cancellation is in accordance with Paragraph IV. An applicant who does not have the chance to be allocated a room in the dormitory may standby for vacancy and is based on order.

IV. When applying for withdrawal from lodging during the middle of a residence accommodation, the residence accommodation fee can be refunded on a pro-rate basis, in accordance with the Student Withdrawal Refund Regulations. The minimum cancellation charges is 1/3 of the original residence fee (for one who had changed rooms before/after the cancellation, the original residence fee is subject to a high one). Additionally, he/she will not be allowed to stay on-campus residence for the duration of his/her study, but not limited to: the one who is suspended, withdrawn, graduated from the University, or is suffering from a serious illness that is not suitable for living on-campus (please submit a verification issued by a regional hospital), or is for other specific circumstances to cancel housing. The application of housing cancellation with the reason set forth in the paragraph must be approved by Vice President of Student Affairs to be exempted from minimum charge and expulsion from the residential system.

V. A student who withdraws from lodging after the bed allocation is announced to public and he/she shall not be eligible for a refund without a justifiable reason.

VI. A lodging student who buys a house in Hsinchu area, gets married or suffers from infectious disease as verified by hospital may apply to the Housing Service Division for withdrawal and may get refund pursuant to school policy after being approved, and shall pay NT$250 handling fee. A student who violates Student Accommodation Policy in a gross offense or who applies for withdrawal for other reasons shall not get a refund. The aforementioned students shall not apply for school dorm throughout the remaining schooling period.

Five. Rules governing students while in the dorms:

I. Lodging students are obliged to participate in fire and public safety drills exercises and to jointly safeguard the dorms’ peacefulness and environmental sanitation. The Housing Service Division shall ban students who fail to participate in the exercises from application for next year’s lodging.

II. To safeguard and upgrade lodging quality, a student who violates lodging policy shall be subject to penalty under the Policy and further subject to penalty points as enumerated on the Table below.

III. Lodging peacefulness:

(I) Keep the dorms quiet without shouting or any acts bothering others from studies or at rest.
(II) The Dorm Staff (or Dorm Student-Master) shall turn off master lights at 12:00 midnight.

(III) Notes after the master lights are turned off:
1. Discontinue all activities inside the dorm against peacefulness.
2. Soften down TV in the social rooms and personal audio equipments so as not to bother others.
(IV) Take the initiative to turn off secondary lights at 2:00 a.m. so as not to bother schoolmates in sleep.
(V) Where a schoolmate is found failing to keep the dorm (bedroom) quiet and bothering others and refusing to heed warnings, report to the Dorm Student-Master or the Dorm Staff.
(VI) For cultivate mutual respect and caring establish regular routine as well as health body to undergraduate freshmen, the dormitory of undergraduate freshman will provide healthy and regular rooms to apply and management according to “National Chiao Tung University Student Dorm Agreement” related regulations.

IV. Dorm tidy upkeep:
(I) Take good care of school property and maintain dorm facilities in sound condition. In case of damages found, immediately report to the Dorm Student-Master or the Dorm Staff for repair. In case of damage not resulting from natural causes, the responsible student shall pay compensation pursuant to the Student Dorm Agreement.

(II) Keep all dorms neat and clean. do not use self-sticking floors. Clear up trash cans regularly.
(III) Post posters, announcements, and circulars only on the specified bulletin boards.
(IV) No smoking within ten meters of a dorm.
(V) To safeguard public security and lodging quality, place no personal belongings outside the dorm, in passageways and public spaces. Such personal effects shall be disposed as waste once found.
(VI) Dorm room with toilet and shower (not public areas) shall clean by students-self.

V. Dorm area shall install surveillance cameras. To retrieve the video image from a surveillance camera, students should obtain an approval by the Student Dorm Committee. In the case of emergency, the Office of Student Affairs is authorized to handle the application first, and then to ask for approval at later stage.

VI. Visitors should be in the guest lounge or social room. Entry of visitors to the room should be subject to agreement of related roommates in advance.

VII. No visitor can stay in a dorm overnight.

VIII. Without permit, dormitory does not allow any sale action.

IX. To safeguard dorm security, male students shall not enter a female student dorm unless approved by the Housing Service Division (Office of National Defense Education on a non-school day), and not during 05:00 p.m.–08:00 a.m. period. A female student should not stay in male dorm during 00:00 a.m.–08:00 a.m. If found in violation, both female and male students will be deemed guilty of having an opposite sex to stay unlawfully and will be deprived of the right to lodge. The dorm opening hours during relocation period will be separately announced to public.

X. One who—
(1) has kept an opposite sex to stay or take shower without approval
(2) has transferred bed without approval
(3) has taken over a bed without approval
(4) A student without granted residence privilege is not allowed to reside in the dormitory. Violation shall result in being fined based on the actual days of living at 10 times the daily residence fee, but the maximum amount for the fine shall not exceed 2 times of its current semester residence fee.
(V) has borrowed temporary IC card, lost or damaged without proper reason and also did not compensate on time.
(6) The air-condition was damage by artificially or improper use.
(VII) Stealing in dorms and being found;
(VIII) Cooking in the dorm room.

Such student shall be deprived of the right to apply for lodging and the right to lodge and the paid and unused dorm fee shall not be refunded. Meanwhile he/she shall be subjected to penalty according to the Student Disciplinary Policy and Student Dorm Agreement.

XI. Advertising for a bed commerce and transference of the residence privilege are prohibited.

XII A student who violates the Student Accommodation Policy in a gross offense shall be deprived of the right of lodging as resolved by the Student Dorm Committee, and his/her guardian (a parent with legal custody) will be notified as well.
XIII. One who violates dorm regulation and cancel the right to lodge shall move out of dorms immediately. But concerning students’ lodging safety and difficulties of leasing house out of campus, one can stay on dorm till the end of semester but still need to pay the lodging fee everyday.

XIV Acting to solely occupy (a person with two beds), make unauthorized relocation or transfer in a dorm is prohibited. If you would like to change residence accommodation, please file in person at Housing Service Division.

XV Electric oven, heater, TV, refrigerator, gas stove, alcohol stove, microwave oven, magnetic stove, air-conditioner, roaster, teppanyaki, electric cooker, toaster, electric bottle, iron and such hazard-prone appliances which might endanger residents’ safety are not allowed in the bedrooms. Some rooms are allowed to use one refrigerator with its specifications of 70~120 liters, which vary with the difference of each residence facilities (Above mentioned appliances and other items, if any, shall be put under custody by the Housing Service Division and will be returned at the end of a semester)

XVI. No pets shall be kept inside a dorm.

XVII. No gambling or play Mahjong.

XVIII. Lodging students may express grievances to the Student-Dorm Master, Dorm Staff, dorm advisor or Housing Service Division for solution or to be referred for solution.

XIV. For accurate enforcement of the Student Accommodation Policy, the school may look into the lodging status on a sporadic basis.

Six. This Policy and amendments hereof shall come into effect after being resolved in the Student Dorm Committee, reported to the Student Affairs Meeting and submitted to and approved by the President.

<table>
<thead>
<tr>
<th>No.</th>
<th>Irregularities</th>
<th>Penalty clauses</th>
<th>Penalty points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Failing to keep dorm (bedroom) peacefulness and annoying others</td>
<td>Article Five, Paragraph III, Subparagraph V, Student Accommodation Policy</td>
<td>1 points</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Failing to keep dorm clean and annoying others. (Including posting on cement wall or graffiti...etc.)</td>
<td>Article Five, Paragraph IV, Subparagraph (II)(III), Student Accommodation Policy</td>
<td>1 points</td>
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<tr>
<td>III</td>
<td>Smoking within 10 meters of a dorm</td>
<td>Article Five, Paragraph IV, Subparagraph (IV), Student Accommodation Policy</td>
<td>3 points</td>
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<td>IV</td>
<td>Place personal belongs on public area</td>
<td>Article Five, Paragraph IV, Subparagraph (V), Student Accommodation Policy</td>
<td>3 points</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Acting to solely occupy beds, make unauthorized relocation or transfer without approval</td>
<td>Article Five, Paragraph XIV, Student Accommodation Policy</td>
<td>3 points</td>
<td></td>
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<tr>
<td>VI</td>
<td>Keeping pet inside a dorm</td>
<td>Article Five, Paragraph XVI, Student Accommodation Policy</td>
<td>3 points</td>
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<tr>
<td>VII</td>
<td>Using hazard-prone electric appliances inside a dorm.</td>
<td>Article Five, Paragraph XV, Student Accommodation Policy</td>
<td>3~5 points</td>
<td></td>
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<tr>
<td>VIII</td>
<td>Failing to clear up waste when moving out</td>
<td>Article Four, Paragraph VI, Student Accommodation Policy</td>
<td>3~5 points</td>
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<tr>
<td>IX</td>
<td>Failing to restore the dorm to its condition at move-in upon return. (Do not use</td>
<td>Article Four, Paragraph VI, Student Accommodation Policy</td>
<td>3~9 points</td>
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<td>X</td>
<td>Failing to move out of the dorm or swapping of bunked bed as scheduled</td>
<td>Article Two, Paragraph VI, Subparagraph 1, No.2, Student Accommodation Policy</td>
<td>3~5 points</td>
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<tr>
<td>XI</td>
<td>Damaging the Premises by willfulness or fault</td>
<td>Article Five, Paragraph IV, Subparagraph (I), Student Accommodation Policy</td>
<td>3~5 points</td>
<td></td>
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<tr>
<td>XII</td>
<td>Guest stay on dorms over night (Both host and guest have penalty points)</td>
<td>Article Five, Paragraph VII, Student Accommodation Policy</td>
<td>9 points</td>
<td></td>
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<tr>
<td>XIII</td>
<td>Sales action without permit</td>
<td>Article Five, Paragraph VIII, Student Accommodation Policy</td>
<td>5 points</td>
<td></td>
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<tr>
<td>XIV</td>
<td>Play Mahjong in dorm</td>
<td>Article Five, Paragraph XVII, Student Accommodation Policy</td>
<td>5 points</td>
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<tr>
<td>XV</td>
<td>Group gambling in dorm</td>
<td>Article Five, Paragraph XVII, Student Accommodation Policy</td>
<td>9 points</td>
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<tr>
<td>XVI</td>
<td>Failing to pay default penalty when due</td>
<td>Article Four, Paragraph VI, Article Five, Paragraph IV, Subparagraph (I), Article Five, Paragraph X, Student Accommodation Policy</td>
<td>9 points</td>
<td></td>
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<tr>
<td>XVII</td>
<td>Failing to provide Student Dorm Agreement in time.</td>
<td>Article Four, Paragraph I, Student Accommodation Policy</td>
<td>9 points</td>
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<tr>
<td>XVIII</td>
<td>Advertising for a bed commerce and transference of the residence privilege</td>
<td>Article Five, Paragraph XI, Student Accommodation Policy</td>
<td>1~9 points</td>
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</tbody>
</table>

Remarks:
I. For irregularities beyond those stated in the Student Accommodation Policy, the Housing Service Division shall verify the facts and report to Vice President for Student Affairs for final decision.
II. One who has accumulated up to nine penalty points shall be deprived of the right to apply for lodging and the right to lodge, and the paid and unused dorm fee shall not be refunded.
III. One who has accumulated not up to nine penalty points is still entitled to apply for lodging. The accumulated penalty points shall be taken to decide the order for dorm (bedroom) allocation. A student with zero in penalty point records shall have the first priority in dorm allocation.