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| **國立中興大學第\_\_\_\_學年度第2學期住宿生退宿申請表****NCHU Accommodation Withdrawal Application Form (Second semester)** |
| 宿別 Dormitory |  | 棟別Building Name |  | 寢室號碼Room No. |  |
| 退宿原因Reason |  |
| 姓名Name |  | 系所/年級Dept./Inst. (Grade) |  |
| 學號Student ID No. |  | 連絡電話Contact No. |  |
| **退宿申請注意事項Withdrawal Application Notes**學生自民國　　 年　　月　　日起申請退宿，並保證遵守下列事項：From　　/　　/　　(MM/DD/YY) , the student applies to withdraw from the NCHU dormitory and promise to abide by the following rules：1.本學年度內不得再申請宿舍床位。(Applicants are not allowed to apply for a dormitory bed in the current academic year.)2.未於上學期期末閉宿日(若含寒宿者以寒宿住宿公告之期間為主)完成離宿手續者，視同未完成退宿手續，宿費退費相關規定依本校「國立中興大學學生住宿輔導辦法」第十四條辦理。(Relevant regulations for housing fee refunds are following Article 14 of Dormitory Regulations of National Chung Hsing University)學生簽章Signature：  |
| **離宿手續申請注意事項 Withdrawal Procedure Application Notes**本人於 年 月 日完成離宿手續 I completed the check-out procedure on 　　/　　/　　(MM/DD/YY)(※請宿舍服務委員先完成寢室清潔檢查與財產清點，個人物品於離宿手續完成時立即搬離，否則視同廢棄物處理)，不得使用或占用宿舍公共空間及寢室床位。(Applicants should remove their personal belongings immediately upon the completion of leaving procedures, otherwise, it will be treated as waste.) 學生簽章Signature：  |
| 家長簽章Parents Signature |  | 家長電話Parents contact no. |  |
| 宿費退費相關規定規定**依本校「國立中興大學學生住宿輔導辦法」第十四條辦理。**The regulations for housing fee refunds are in accordance with the Article 14 of NCHU Dormitory Regulations. | 檢附文件Document required |
| 1. 申請人之學生證影本或身份證影本。

Copy of applicant's student ID card or ID card.1. 銀行或郵局存摺封面之影本。

Copy of the cover of bank passbook or postal savings passbook.1. 繳納住宿費用之第一銀行繳費證明單收據之影本或出納組收據【申請就學貸款者請加附該學期就學貸款申請表繳費證明】

Receipt of the housing fee payment (including rent, guaranteed cleaning fee, guaranteed property fee, and electricity fee). \*\*Applicants for student loans should also submit a copy of the payment proof of the semester's student loan application along with the copy of the receipt from the first bank. |
| 退費項目(Refund list)：1.宿費：退還 元 　　　% / □不予退還。Accommodation fee：Refund: 　　　　　(NTD) (\_\_\_\_\_%) / □No refund。2.保證金(Deposit refund)： 元 (NTD)3.電費(Electricity fee refund)：　　　　元 (NTD)4.水費(Water fee refund)： 元 (NTD) |
| 宿舍服務委員Dormitory committee member | 宿舍承辦人Dormitory Officer | 住輔組組長Students Housing Service Division Director |
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| 個人資料提供同意書 Consent to Provide Personal Data |
| 文件編號 | NCHU-PIMS-D-013 | 機密等級 | 內部使用 | 版次 | 1.1 |

本同意書說明國立中興大學（以下簡稱本校）將如何處理本表單所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得使用本服務，但若您已接受本服務，視為您已取得法定代理人之同意，並遵守以下所有規範。

This consent letter (this "Consent") sets forth how National Chung Hsing University ("NCHU") will process the personal data collected hereunder. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, understand, and agree to the terms of this Consent and its amendments. If you are under the age of 20, you cannot use the service until your legal guardian has reviewed, understands, and agrees to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

1. **基本資料之蒐集、更新及保管Collection, Updating, and Custody of Personal Data**
	1. 本校蒐集您的個人資料在中華民國「個人資料保護法」與相關法令之規範下，依據本校【隱私權政策聲明】，蒐集、處理及利用您的個人資料。

NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as NCHU's Privacy Policy.

* 1. 請於申請時提供您本人正確、最新及完整的個人資料。

Please provide your correct, updated, and complete personal data in the application.

* 1. 本校因執行業務所蒐集您的個人資料包括姓名、學號、緊急聯絡人、聯絡電話等。

Your personal data that NCHU collects during the course of business includes your name, job title, contact information (telephone number and e-mail address) and others (subject to change as needed).

* 1. 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

To ensure the correctness, accuracy, and completeness of your personal data, please report to NCHU any changes in your personal data.

* 1. 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將損失相關權益。

Your rights and/or interests may be jeopardized if you provide NCHU with false, untrue, outdated, partial, or misleading personal data.

* 1. 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：

You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act:

(1) 請求查詢或閱覽inquire into or review your personal data

(2) 製給複製本ask for duplicates of your personal data

(3) 請求補充或更正ask to supplement or correct your personal data

(4) 請求停止蒐集、處理及利用ask to stop collecting, processing, and/or using your personal data

(5) 請求刪求ask to delete your personal data

但因本校執行職務或業務所必須者，本校得拒絕之。若您欲執行上述權利時，請參考本校【隱私權政策聲明】之個人資料保護聯絡窗口聯絡方式與本校連繫。但因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

NCHU may refuse your request(s) in order to perform its duties or conduct its business. If you would like to exercise the foregoing rights, please refer to NCHU's Privacy Policy to find out about NCHU's liaison in charge of personal data protection and contact methods. NCHU will not compensate any loss or damage you may sustain from the exercise of such rights.

1. **蒐集個人資料之目的Purposes of Collecting Personal Data**
2. 本校為執行退宿申請業務及辦理退費業務需蒐集您的個人資料。

NCHU will collect your personal data in order to process your e-mail account opening application (subject to change as needed).

1. 當您的個人資料使用方式與當初本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

NCHU will seek your prior written consent if and when your personal data is to be used for any purpose other than that for which NCHU collected your personal data. You may refuse to provide your personal data, but you may lose your rights and/or interests accordingly.

1. 本校利用您的個人資料期間為即日起2年內，利用地區為台灣地區。

NCHU may use your personal data in Taiwan for a period of two years commencing from now on the date of submitting your application (subject to change as needed)

1. **基本資料之保密** **Protection of Personal Data**

您的個人資料受到本校【隱私權政策聲明】之保護及規範。本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

Your personal data is protected by and under NCHU's Privacy Policy. Please review the Privacy Policy for its full text. If NCHU violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, NCHU will notify you by telephone, mail or e-mail, or post the notification on its website, whichever NCHU deems appropriate, after conducting necessary investigations.

1. **同意書之效力Effect of Consent**
2. 當您勾選「我同意」並簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, understand, and agree to all the terms of this Consent

1. 本校保留隨時修改本同意書規範之權利，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請勿繼續接受本服務。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

NCHU reserves the right to amend this Consent at any time. NCHU will post the amendments on its website and will not send a separate notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.

1. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。

Unless otherwise explicitly provided in this Consent, no suggestion or information that you may obtain in connection with this Consent, whether in writing or orally, shall constitute a commitment in addition to this Consent.

1. **準據法與管轄法院Governing Law and Jurisdiction**

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺中地方法院為管轄法院。

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China. Any dispute arising from this Consent shall be governed by the laws of the Republic of China and heard by the Taiwan Taichung District Court.

**□我已閱讀並接受上述同意書內容**I agree. I have reviewed and accepted the terms of this Consent.

**簽名 (請親簽 Signature) 年(year) 月(Month) 日(Date)**