

Application for Changing Rooms in the Male Dormitory and Xing-Da 2nd Village in the First Semester of the 112th Academic Year

1. Application Period (applications will not be accepted after the deadline or out of service hours):

First phase: from 9:00 am on May 10th, 2023 (Wednesday) to 5:00 pm on June 30th, 2023 (Friday).

Second phase: from 9:00 am on August 21st, 2023 (Monday) to 5:00 pm on September 8th, 2023 (Friday).

2. Qualification:

Students living in the dormitory in the first semester of the 112th academic year.

3. Application Method:

Applicants who claim for room changing should fill out the attached form (Change Room Application Form) and submit a photocopy of their student ID or identity card in person, by fax, by mail, or by email to the Service Center. Please fill in the information by yourself and do not ask someone else to do it for you. If you are not submitting the form in person, please call to confirm its arrival.

(a) Students living in **Ren, Yi, Li, Zhi, or Xin-Zhai**, who claim for room changing, should send their application to the male dormitory service center.

Fax: 04-22875692; Email: maledormitory@dragon.nchu.edu.tw

(b) Students living in **Xing-Da 2nd Village (East, West, or South Building)** who claim for room changing should send their application to the Xing-Da 2nd Village Service Center. Fax: 04-22856002; Email: second-village@nchu.edu.tw

4. Notes:

4.1 After the application is approved, the Service Center will notify the applicant by phone (if the Service Center cannot reach the applicant by phone for three times, a text message will be sent). If the applicant fails to confirm within the specified deadline, the application will be considered invalid, and the applicant's qualification to change rooms will be cancelled.

4.2 Students could claim for room changing once per semester. Please apply during the announcement period at the dormitory service center.

4.3 Applicants for room changing are recommended to find someone to switch with and fill in the application form together. Alternatively, the Service Center will handle the application based on the availability of vacant beds.

4.4 Applicants must obtain approval before changing rooms. If someone changes rooms or beds without following the regulations, they will be dealt with according to the dormitory regulations.

4.5 If you have any questions, please feel free to contact the male dormitory service center (04-22840473) or the Xingda Second Village service center (04-22840166).