

## 113 學年度第一學期女生宿舍換寢申請作業

### 一、申請時間（逾期、非服務時間不予受理）：

第一階段受理時間：113 年 05 月 01 日（三）早上九點起 至 113 年 06 月 28 日（五）下午五點止。

第二階段受理時間：113 年 08 月 19 日（一）早上九點起 至 113 年 09 月 06 日（五）下午五點止。

### 二、申請資格： 113 學年度第一學期住宿生。

### 三、申請方式：

1. 欲辦理換寢者，敬請填寫換寢單(請見住輔組網站公告附件)並檢附學生證或身分證影本後，**以親送、傳真、郵寄或 MAIL 方式送至女宿服務中心辦理。**
2. 資料欄位務必由本人親自填寫，請勿代填。

### 四、注意事項：

1. **申請核可後，服務中心將以電話通知(以服務中心受理換寢單後依序辦理，若電話三次通知不到，改由簡訊通知)，同學若未於通知期限內辦理確認者，換寢申請視同無效，將取消其換寢資格。**
2. 申請變更寢室每學期以一次為限，請於宿舍服務中心公告時間辦理。
3. 更換寢室者，建議可先行尋找互換者更換寢室，並填寫同一張換寢單，或由服務中心視空床位情況辦理
4. 更換寢室需先申請通過後方可進行換寢程序，如未按規定私自互換床位或更換寢室，依宿舍公約處理。
5. 如有任何問題歡迎來電洽詢

女宿服務中心電話 04-22840612/傳真 04-22873583/E-MAIL：femaledormitory@nchu.edu.tw/地址：台中市南區國光路 295 號

女宿服務中心敬啟 113.04.17

# **Application for Changing Rooms in the Female Dormitory in the First Semester of the 113th Academic Year**

## **1. Application Period (Late or non-service hour applications will not be accepted):**

First Phase Acceptance Period: From 09:00 on May 1, 2024 to 17:00 on June 28, 2024.

Second Phase Acceptance Period: From 09:00 on August 19, 2024 to 17:00 on September 6, 2024.

## **2. Eligibility:**

Students who resided in dormitories for the first semester of the 113 academic year.

## **3. Application Method:**

(1) Those who wish to change dorm rooms, please fill out the change-request form (refer to attachment on Student Housing Service Division website) and attach a copy of your student ID card and submit it in person, by fax, mail, or email to the service center.

(2) Information fields must be completed by the applicant themselves. Do not have others fill it out for you.

## **4. Important Notes:**

**(1) After the application is approved, the service center will notify you by phone (processed in order received. If three calls go unanswered, a text message notification will be sent instead). If students fail to complete the confirmation process within the notification period, the room change application will be voided and eligibility canceled.**

(2) Room change applications are limited to once per semester. Please apply during the announced periods by the dormitory service centers.

(3) For room change-request, it is recommended to find someone to switch with and fill out the room change form together. Otherwise, the service center will arrange based on vacancy availability.

(4) Room changes require approved applications before proceeding. Unauthorized private room/bed switching will be handled per dormitory regulations.

(5) Please feel free to contact us if you have any questions.