

## 國立高雄餐旅大學\_\_\_\_學年度第\_\_學期

## 學生宿舍關懷房 使用申請表

NKUHT Student Dormitory Care Room Application Form (Semester Year)

申請日期(Application Date)：\_\_年(Y)\_\_月(M)\_\_日(D)

申請人 Name		性別 Gender	<input type="checkbox"/> Male <input type="checkbox"/> 女 Female
學號 Student No.		手機 Phone No.	
班別 Program	<input type="checkbox"/> 日間部 Day school <input type="checkbox"/> 進修部 Night school <input type="checkbox"/> 研究所 Graduate Institute <input type="checkbox"/> 博士 PhD <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 四技 Bachelor Degree (4-year program) <input type="checkbox"/> 二技 Bachelor Degree (2-year program) <input type="checkbox"/> 五專 Associate Bachelor Degree (5-year program) <input type="checkbox"/> 其他 others (_____/系/科 Department____年 year ____班 class)		
申請原因 Reason for Application			
預定住宿日期 Scheduled Stay Period	年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)		
申請樓別 Applied Dormitory Building	<input type="checkbox"/> 精誠樓 Jing Cheng Building <input type="checkbox"/> 勤樸樓 Qin Pu Building (視宿舍關懷房使用狀況，由宿舍輔導員填寫) To be filled out by the dormitory counselor, depending on the availability of the dormitory care rooms.		

## 注意事項(Notes):

1. 申請學生宿舍關懷房以當學期住宿生為第一優先。

Current dormitory residents for the semester have first priority for applying for the student dormitory care room.

2. 原則上非住宿生因特殊情況須申請學生宿舍關懷房，需由各系辦公室以電

子公文簽請核示，簽核流程需涵蓋學務處住宿輔導組、總務處出納組主計室，俟奉核後，由申請學生親自填寫學生宿舍關懷房申請單，且檢附核示電子公文備查，經導師、宿舍輔導員、住輔組組長、學務長簽章同意後，正本送達值班宿輔輔導員，據以辦理入住宿舍關懷房，例外個案處理。

In principle, non-residents applying due to special circumstances must have their department office sign an electronic document for approval. The process includes the Housing Guidance Section, Cashier Section, and Accounting Office. After approval, the student must fill out this form, attach the document, and obtain all required signatures before processing.

3. 本申請單申請通過，一次只能入住14天，如特殊情況，需再延續入住關懷房，應再重新填寫學生宿舍關懷房使用申請表，以及完成申請流程。

Once this application is approved, the stay is limited to 14 days at a time. In case of special circumstances requiring an extension of stay in the care room, a new 'Student Dormitory Care Room Application Form' must be submitted, and the application process must be completed again.

4. 非住宿生入住學生宿舍關懷房，應遵守宿舍管理相關規範。

Non-residents staying in the student dormitory care room shall comply with relevant dormitory management regulations.

5. 非住宿生無論新申請、續住關懷房，皆應依規定繳交2人房住宿費(比照寒暑假收費標準)。

Non-residents, regardless of whether it is a new application or an extension of stay in the care room, must pay the accommodation fee for a 2-person room in accordance with regulations (following the fee standards for winter and summer vacations).

6. 如有當學期住宿生需緊急使用關懷房，如適逢關懷房床位已滿，則非住宿生應同意立即遷出，並委由宿舍輔導員造冊，會辦總務處出納組退還該生未住日期差額。

If current residents for the semester require emergency use of the care room while all beds are occupied, non-residents shall agree to move out immediately. The dormitory counselor will then compile a record to coordinate with the Cashier Section of the Office of General Affairs to refund the fee difference for the unstayed dates to the student.

申請者：知悉並願遵守上述各項說明。Applicant: I acknowledge and agree to comply with the above instructions.

本人簽名切結 I hereby sign this undertaking : \_\_\_\_\_

導師 Tutor/Advisor(1) :  (簽名/Signature)	住宿輔導組 Accommodation section leader(2) :  (簽名/Signature)
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115.03修訂

傳真電話 Fax : 07-8067457

聯絡電話 Tel : 07-8060505 #41110、42110

07-8065800 # 41111、41112、42111、42112