

112-2 Student Dormitory Disaster Damage Special Withdrawal and Luggage Storage Compliance Notice (Deadline 5/5)

The refund criteria for the special dormitory withdrawal are based on the time the withdrawal is completed and stamped by the dorm manager.

Dear beloved dormitory residents,

Due to the impact of earthquake damage on the functionality of student dormitory life, those wishing to proceed with the special withdrawal during the school's announced period must adhere to the following precautions:

1. **Luggage storage location:** The dormitory you are assigned to for next semester. Due to damage, Dormitory 3(female) residents must comply with the repair and renovation plan, and thus students who have applied for Dormitory 3(female) will be uniformly rearranged to Dormitory 2 (as beds are limited, some students will be arranged in other dormitories). The luggage for students applying to Dormitory 3(female) should be stored at Dormitory 2. As Dormitory 3(male) is undergoing renovations and cannot offer space in common areas, an alternative storage space will be West Hall. However, if the designated storage location is full, the luggage will be dynamically adjusted to other locations.

Each dormitory's luggage storage location

Dormitory	專案行李寄放地點 (即日起~9月)
Dormitory 1	Officer on Duty Room (near Building B) A9, A10 on the first floor small social room
Dormitory 3(female)	Social room areas and self-study rooms on the second to fourth floors of Dormitory 2
Dormitory 3(male)	West Community House Mirror Hall, Former Business Space (For collection of Dormitory 3(male) luggage storage/moving identification stickers)
Dormitory 4	Social room areas and self-study rooms on the second to fourth floors.
Dormitory 5	Social room
Dormitory 6	Social room

Luggage for students living off-campus will be temporarily stored until June 23rd for the next semester.

Current residents in the West Campus dormitories (1, 2, 3, 4)	Dormitory 2 1 st floor social room
Current residents in the East Campus dormitories (5, 6, 7)	Dormitory 7 social room
Please ensure to complete the luggage retrieval by the dormitory closure date on June 23. For any luggage not retrieved by this date, a penalty will apply under the "School Service" policy, which mandates four hours of service for the first item, with an additional hour for each subsequent item, calculated cumulatively.	



Luggage Storage
OR Code

2. Luggage storage time is by appointment only. You can make a reservation at: <https://reurl.cc/Ze7VRA>
3. **Luggage Storage Regulations:** Due to limited storage space, each person is limited to storing up to six pieces of luggage (eight pieces for international students). Exceeding this limit is not allowed. Please collect luggage storage/moving stickers from the administrator's office (each sticker costs 10 NTD, calculated cumulatively). Be sure to fill out the information accurately and affix the stickers securely. Additionally, the school only provides storage space and is not responsible for the safekeeping or compensation of stored items. Valuable items should be kept personally by students (For detailed luggage storage regulations and necessary precautions.

【Important Reminder】

- a. To enhance the utilization of luggage storage space and ensure the structural integrity of stored items, items must not be scattered, bagged, or bundled. Storage must be in "original hard cardboard boxes (unprocessed)" or "waterproof boxes" that are not easily deformed and can be stacked. Items should be securely sealed with tape. Items that cannot be boxed but are still permissible for storage include brooms (must be securely tied), refrigerators (doors must be taped shut), sofas, large fans, standing mirrors, and bedding sets (additional bundling is prohibited). All other items will not be accepted for storage.
- b. To prevent damage from external forces during transport, electronic products (such as computers, audio equipment, and other electronic devices) must be boxed and sealed. Students are required to transport these items to the designated dormitory for storage themselves.

【Gentle Reminder】 Valuable items are prohibited from being stored and must be carried away personally. The dormitory only provides storage space and is not responsible for safeguarding or compensation.

- c. Counting standard for items: limited to six items per person (eight for international students), with each item manageable by one person by hand.
 - d. Luggage storage is conducted according to the announced schedule. Once stored, unless for a special reason, luggage retrieval is not permitted mid-term.
 - e. Regulations related to luggage retrieval are scheduled to be announced in late August. Students are advised to pay attention to updates from the Student Living Services Division and to proceed with luggage retrieval according to the scheduled times in the announcement. If the luggage is not retrieved within the stipulated period, the "School Service" penalty will be applied, which involves four hours of service, with an additional hour added for each day overdue, calculated cumulatively, up to a maximum of 20 hours per person.
 - f. To maintain the rights of dormitory residents to use common spaces, some luggage storage spaces will be made available immediately after the semester begins. Therefore, items not retrieved before the announced deadline will be moved by the school to another storage location. It is crucial that students expediently complete the luggage retrieval process within the times specified in the luggage retrieval announcement.
- 4、Due to severe earthquake damage, comprehensive inspections and repairs will be conducted during the summer vacation. Consequently, the plan to directly move luggage into the dorm rooms for next semester has been canceled. However, luggage storage in the dorm rooms is still available for the next semester for students from dormitories 1, 4, 5, and 6 who have reapplied for their original rooms (if repairs are needed inside the room, please report and request dorm manager from the administration). If you process the special dorm withdrawal, you must fill out the Summer Luggage Storage Commitment Form online (URL: <https://forms.gle/qY4obskH4nwc7mSd9>). Inspection penalties will be implemented according to the standards used during the winter break. Please ensure that all luggage is properly packed and placed on desks, bed boards, or inside cabinets.



Summer Luggage Storage Commitment Form
for Special Dormitory Withdrawal QR code

【Kind Reminder】 To ensure personal financial safety and prevent loss or damage to items, it is imperative to clear out shoe cabinets, balconies, and bathrooms inside and outside the dormitory room.

5、Truck Assistance for Luggage Transport:

(I) Truck Transport Times: April 27th (Saturday)

Morning: 08:30~11:30

Afternoon: 13:30~16:30

(II) Truck Transport Locations

For female students: Dormitory 1, 2, 5, 6

For male students: Dormitory 1, 4, 5, 7, West Community House

【Precautions】

- a. Due to distance considerations, the school only provides truck assistance for luggage transport between the east and west dormitory areas. If students are moving within the same dormitory area, only handcart services are available, and truck assistance for transport will not be provided. We ask for your understanding!
- b. The truck only assists in transporting luggage and does not take responsibility for moving or safeguarding it. Heavier items (such as refrigerators, computer chairs, books, etc.) will be transported later. Students are required to bring their luggage to the loading area according to the rules and retrieve it from the unloading area to move it to the storage space. Luggage not collected during the designated time will be subject to a four-hour "School Service" penalty, with an additional hour added for each item delayed, calculated cumulatively. Unclaimed luggage after the allotted time will be handled uniformly by the school, and deviations are not permitted. Students must strictly adhere to and cooperate with these regulations!

6、Post-Special Withdrawal Inspection Penalties and Disposal and Cleaning of Personal Items: Immediately after students withdraw from the dormitories, inspection penalties will be implemented. All personal items left behind will be disposed of and cleaned up according to regulations. The school does not take responsibility for compensation or safekeeping. Students must ensure that they clean and clear out their rooms before leaving (except those who are continuing in the same room next semester) and take all personal belongings with them.

【Kind Reminder】 To protect your own rights, it is recommended that you take photos of your dorm room for your records before vacating.

7. Post office location information:

- a. Service Date: 4/29(Monday) 、4/30(Tuesday) 、5/2(Thursday) 、5/3(Friday)
- b. Service Time: 9:00-16:00
- c. Service Location: Between dorm 2 and dorm 3, Dorm 6

Since notifications are primarily issued through electronic announcements and dormitory bulletin boards, to protect your own interests, please make sure to stay updated and pay attention to messages related to special dormitory withdrawals! If you have any questions, please call the responsible officer, Ms. Zhong, (03) 890-6217.

Student Living Services Division Cares about you