

Dear residents,

The student dormitories will be fully closed starting from June 24, 2024 (Tuesday) at 12:00 noon. To familiarize yourself with the end-of-academic-year dormitory luggage storage and closure operations, please thoroughly read this announcement to grasp the details and schedule of activities.

1. No Direct Transfer of Luggage to Next Semester's Dorm Rooms: Due to significant earthquake damage to the student dormitories, the university plans to conduct comprehensive repairs and cleaning over the summer. Students who have not applied for summer accommodation must complete their move-out by 12:00 noon on June 24 (Tuesday).

2. End-of-Term Luggage Storage Information:

a. Students who need to store their luggage must arrange for storage between June 17 (Monday) and June 24 (Monday). The storage locations will correspond to the dormitory assigned for the next semester (for Dormitory 3(male/female) residents, the storage location will be West Community House; students who originally applied for Dormitory 3(female) will be rearranged to Dormitory 2, thus their luggage will also be moved). If the designated storage location is full, we will dynamically adjust and relocate to another site.


b. designated luggage storage locations

Dormitory	designated luggage storage locations for each dormitory zone from now until September
1	Dormitory Admin Office near Building B small social rooms on the first floors of A9 and A10
3 (male)	Social rooms and study rooms on the 2nd to 4th floors of Dormitory 2
3 (male/female)	West Community House Mirror Hall · Business Hall (Receive Dorm 3 male/female) luggage storage/transport identification sticker)
4	Social rooms and study rooms on the 2nd to 4th floors.
5	Social rooms
6	Social rooms

c. Luggage Storage Times (Including West Community House):

Date	Time
6/15-6/16	14:00-16:00
	16:00-18:00
6/17-6/20	19:00-21:00
6/21	14:00~18:00
	19:00~21:00
6/22 ( Truck Service )	10:00-12:00
	14:00-18:00
	19:00-21:00
6/23	14:00-18:00
	19:00-21:00

※The West Hall will open additional luggage storage service hours and adopt an online reservation system:  
<https://forms.gle/LQm42iJRQjZKEUyv5>

5/23 、 5/30 、 6/6 、 6/13 ( Every Thursday )	19:00-20:00	
5/25 、 6/1 、 6/8 ( Every Saturday )	16:00-17:00	

d. Luggage Storage Regulations: Due to limited storage space, each person is limited to six pieces of luggage (eight for international students). Each piece must be movable by one person alone and must not exceed the limit. Please visit the dorm manager's office to collect your luggage storage/transport sticker (each sticker costs 10 NT, calculated cumulatively). Ensure you fill out and firmly attach the sticker; furthermore, the school only provides storage space and does not take responsibility for safeguarding or compensating for items. Valuable items should be kept and carried away by students themselves.

**【Important Reminder】**

a) To enhance the efficiency of storage space usage and ensure the structural integrity of items, the method of storing items must not involve scattering, bagging, or bundling. Items must be stored in "original hard cardboard boxes (unprocessed)" or "waterproof boxes" that are not easily deformed and can be stacked and must be securely sealed with tape. Items that cannot be boxed but are allowed for storage are limited to brooms (must be securely tied), refrigerators (doors must be sealed with tape), sofas, large electric fans, standing mirrors, and bedding sets (additional bundling prohibited). All other items will not be accepted for storage.

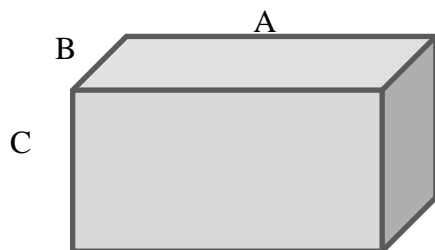
b) To prevent damage from external forces during transportation, electronic products (such as computers, audio equipment, and other electronic devices) must be packaged securely in boxes. Students are required to personally transport these items to the designated storage location in their dormitory.

**【Friendly Reminder】** Valuable items are not allowed to be stored and must be carried away by the students themselves. The dormitory only provides storage space and does not assume responsibility for safeguarding or compensating for these items.

c) Luggage Size Regulations: Due to severe earthquake damage to the student dormitories this semester, direct placement of luggage into the dorm rooms for the next semester is not allowed (except for those continuing in the same rooms, specifically excluding dormitories 2-3 due to special circumstances). Anticipating an increased need for luggage storage, the following rules have been established to ensure all residents can avail themselves of luggage storage services. We apologize for any inconvenience caused.

Ⓐ Domestic students are not allowed to store more than 6 pieces of luggage. Violations will result in refusal of storage.

Ⓑ Each piece of luggage must not exceed 150 cm in length, width, or height, with a total dimension not exceeding 220 cm, except for electrical appliances. Violations will result in refusal of storage.



$$A + B + C \leq 220$$

$$A \leq 150 \quad B \leq 150 \quad C \leq 150$$

d) Implementation of Luggage Storage as per Announcement Schedule: Once the luggage is stored, it cannot be retrieved mid-term unless under special circumstances.

e) Luggage Retrieval Regulations Scheduled for Announcement in Late August: Please pay attention to updates from the Student Living Services Division regarding luggage retrieval. Luggage must be retrieved according to the scheduled announcement. If not retrieved by September 22, a service charge of four hours will be applied, with an additional hour added for each day beyond this date, accumulating up to a maximum of 20 hours of service per person.

f) Maintenance of Public Space Rights for Residents: After the start of the school term, some luggage storage spaces will be opened. Items not retrieved before the announced deadline will be moved by the school to another location. Students are urged to complete their luggage retrieval promptly within the announced period to avoid complications.

e. Post Office On-Site Service Information:

a) Service Hours:

June 20 (Thursday) and June 21 (Friday) from 09:00 to 16:00

June 24 (Monday) from 09:00 to 12:00

b) Service Locations:



Between Dormitories 2, 3, and 6.

3. Students who have successfully applied to remain in their original rooms for the next semester can store their luggage in their dorm rooms. This service is available only for students residing in Dormitories 1, 4, 5, and 6. If there are maintenance needs within these rooms, please report them to the dormitory administrators. Students must fill out an online commitment form for summer luggage storage in their dorm rooms, which can be accessed at this link: <https://forms.gle/7nduYxnSUP8s7vCR7>. The inspection and penalties will be conducted according to the standards used during the winter break. It is imperative that students properly package their luggage and place it on desks, bed frames, or in cabinets.

**【Friendly Reminder】** To ensure personal financial safety and to prevent loss or damage to belongings, it is mandatory to clear out shoe cabinets, balconies, and bathrooms inside and outside the dorm rooms.

4. End-of-Term Dormitory Closure and Summer Accommodation Guidelines for Dormitories 1 and 5  
To address the unique requirements for summer accommodation at Dormitories 1 and 5, the school offers different plans tailored to the specific circumstances of these dormitories. Students should choose and comply with the plan that best suits their personal situation (details are provided in the guidelines mentioned earlier).

5. Truck Assistance for Luggage Transportation Provided by the School

- a. Truck Transportation Times

- a) June 22 (Saturday)

Morning: 08:30 to 11:30

Afternoon: 13:30 to 16:30

- b) June 24 (Monday)

Morning: From 08:30

- c) August 31 (Thursday) (only for Dormitory 5-6 summer residents moving to the western dormitories, and Dormitory 1 summer residents moving to the eastern dormitories)

Morning: 08:30 to 11:30

- b. Truck Transportation Locations

Female Dormitories: 1, 2, 5, 6 and West Community House

Male Dormitories: 1, 4, 5, 7 and West Community House

These guidelines and services are designed to facilitate the transition and accommodation during the summer and at the end of the term. Students are encouraged to follow the schedule and make use of the transportation services as needed.

**【Precautions】**

1. Transportation Assistance: Due to distance considerations, the school only provides truck assistance for transporting luggage between the eastern and western dormitory zones. If students switch rooms or dormitories within the same dormitory area, only handcart services will be available; trucks will not be used for moving, and we ask for your understanding.
  2. Truck Transportation Limitations: Trucks will only assist with the transportation of luggage and will not take responsibility for moving or safeguarding items. Overweight items (such as refrigerators, computer chairs, books, etc.) will be transported later. Students are required to bring their luggage to the loading area themselves and must retrieve their luggage from the unloading area and move it to the storage space. If luggage is not picked up during the designated time, a service penalty of four hours will be applied, with an additional hour added for each item not picked up on time, calculated cumulatively. Any luggage not collected on time will be handled by the school authorities. Students are required to comply with these regulations.
6. Final Inspections and Penalties after Dormitory Closure:

After the dormitories close, final inspections and penalties will be conducted from 12:00 noon to 17:00. All personal items left behind will be disposed of and cleaning operations will be carried out according to regulations. The school will not be liable for compensation or the safekeeping of these items. Students must ensure that their rooms are cleaned and cleared before leaving the dormitory, except for those who will continue to reside in the same room next semester or who have arranged to stay in their current rooms over the summer.

As most notifications and announcements are made via electronic bulletin boards and dormitory notice boards, it is crucial to keep updated and pay attention to messages related to this activity to protect your interests. If you have any questions, please contact Ms. Chung at (03) 890-6217.