

銘傳大學學生宿舍住宿保證書  
Ming Chuan University Student Dormitory Guarantee Letter

茲保證 系 年 班 學生 住 室

應住宿滿一學年，中途不得無故退宿，並恪遵守下列規定：

This is to guarantee that I, Student \_\_\_\_\_  
Department \_\_\_\_\_ ID No. \_\_\_\_\_

who resides in Dorm. \_\_\_\_\_ Room No. \_\_\_\_\_, agrees to reside in the dormitory for a complete academic year, and will not move out from the dormitory without proper reason. As a dorm resident, I am willing to comply with the following rules:

- 一、住宿生應於 23 時門禁前返回宿舍，超過門禁時間遲歸者，須事先向宿舍管理員登記。  
1. Residents are required to return to the dormitory before curfew at 11:00 PM. Those who wish to return after the regulated time are required to register with the superintendent first.
- 二、宿舍門禁時間(23 時至翌日 06 時)，住宿生可刷卡自行進入宿舍；惟未經管理員或值勤教官同意，嚴禁擅自開啟刷卡門離舍，違者依學生手冊規定，予以記大過之處分。  
During dormitory curfew (11:00pm~6:00am of the next morning), residents may use their door cards to enter or exit the dormitory. However, residents are strictly prohibited to leave the dormitory without the superintendent's or the on duty drillmaster's permission. Violators will be punished with a first-level demerit in accordance with the Student Handbook.
- 三、未經學校核准，擅自留宿外人者及私帶非住宿生(異性)進入宿舍者，違者皆依學生手冊規定，予以記大過之處分。  
Without permission, residents who have visitors stay over or who bring visitors of opposite sex into the dormitory will be punished with a first-level demerit in accordance with the Student Handbook.
- 四、住宿生平日在宿舍應保持寧靜，不得高聲喧鬧、談笑或音樂過大。  
Residents should keep their voices down and avoid making loud noises.
- 五、住宿生必須按規定每日清理各寢室垃圾及輪值打掃宿舍公共區域。  
Residents are required to keep the rule to clean up the garbage in their room every day and take shifts to clean public areas inside the dormitory.
- 六、住宿生不得將垃圾、鞋子放置在房門外，以保持宿舍整潔。  
To keep the dormitory clean, residents are not allowed to put their shoes or garbage outside the door.
- 七、宿舍寢室內及公共區域嚴禁吸煙、私用電器用品或其他違規物品，如有損壞公物，須照價賠償。  
Smoking inside the room or in the public areas of the dormitory and using electronic appliances or other items against the rules are strictly prohibited. Residents who have damaged public property are required to compensate for the damage or lost.
- 八、宿舍內禁止做各種學業製作，以免妨礙室友休息及弄髒公共區域環境。

In order not to interfere with your roommates and to keep the public areas clean, no kind of project creation is allowed inside the dormitory.

- 九、外籍生、僑生及設籍金、馬、澎等離島地區（須附證明）住宿以二年為限（大學部在學第一、二學年，研究所在學第一學年），99 學年度以前入學之外籍生、僑生住宿以四年為限，惟仍須經學校考核通過（義工服務時數及違規紀錄），始可以續住；上述住宿學生自願放棄次學年宿舍續住者，須於住宿當學年第二學期開學後二週內，檢附證件或述明理由完成書面報告呈核。

International students, overseas Chinese students or students from Jinmen, Matzu, or Penghu Islands (certifying document is required) can stay in a university dormitory for a maximum of 2 academic years (First and second academic years for undergraduate students, first academic year for graduate students). International and overseas Chinese students admitted before academic year 2010-11 may continue their tenancy in the dormitory to up to 4 years if they pass the evaluation of the university (volunteer service hours and violation records). Students who meet the above requirements but give up the right to stay in the dormitory for the following year are required to submit a certificate or state their reasons in a written report for approval within the last 2 weeks of the second semester of the current year.

- 十、在學第一學年住宿人員，每學期應擔任宿舍義務工時不少於 16 小時；為結合服務學習執行，凝聚愛舍愛校精神，得以宿舍義工時數經審核認證為服務學習時數（宿舍義工服務時數 2 小時認證服務學習 1 小時），一學年申請服務學習時數審核認證以 8 小時為限。

Dormitory residents who are staying in the dormitory for the first academic year are required to complete 16 or more hours of volunteer work in the dormitory every semester. In order to combine the implementation of Service-Learning, the volunteer service hours can be certified as Service-Learning hours (2 hours of dorm service can be certified as 1 Service-Learning hour). Up to 8 such Service-Learning hours may be credited per semester.

- 十一、住宿生進住一律繳交清潔保證金參佰元、感應扣及鑰匙押金貳佰元，合計伍佰元，離舍時無息退還。

Upon moving into the dormitory, a 500NTD deposit will be required (includes 200NTD key, sensor buckle deposit and 300NTD bedroom cleaning deposit), After the inventory check is completed at the end of tendency, the deposit will be returned without interest.

- 十二、恪遵學生宿舍管理辦法之其他相關規定（參照學生宿舍手冊）。

I guarantee that I will obey the above and all other regulations listed in the Dormitory Handbook.

- ※如有違反前項規定，本人同意接受校規相關處分，絕無異議。

If I violate any rules mentioned above, I agree to accept the related punishment in accordance with university regulations.

學生 Student :

中華民國

年

月

簽章 Signature

日 Date: