

National Taiwan Normal University
Guidelines for Application for Single Day Student Accommodation

1. Eligibility: NTNU students not living on-campus (excluding in-service students)
2. Way of application: apply online through students' dorm application system. **【Before the option becomes available in the system, applications shall be submitted in hard copies】**
3. Applicable dormitories: Men's Dorm 1, Men's Dorm 2, Women's Dorm 1, Women's Dorm 2
4. Rates: a daily charge of NT\$250 per bed and a deposit of NT\$ 250 shall be paid in full before the day of accommodation.
5. Payment method: the applicant shall visit the Division of Student Housing Affairs or Division of Student Affairs on Gongguan Campus between 8:30-17:30 on a work day to confirm bed assignment, pay the accommodation fees/deposit and collect the payment receipts.
6. Occupancy: 10:00-16:00 on the day of accommodation during term times (excluding winter/summer vacations).
7. Procedures: A student ID and payment receipt are required for check-ins/check-outs. After checking out, please proceed to the Division of Student Housing Affairs or Division of Student Affairs on Gongguan Campus with the deposit receipt within 3 days to collect the refund.
8. A mattress, a pillow, and a duvet will be provided at the dormitory, but occupants shall prepare for their own toiletries. No internet access will be provided in the room.
9. A maximum of 5 cumulative days of occupancy are allowed for each student per semester.
10. The dormitory curfew is from 24:00 to 05:30 on the next day, in line with the rules under the Regulations for Student Dormitory Administration.
11. Occupants shall take good care of their valuables; the dormitory will not bear any safekeeping responsibilities. In the event any in-room equipment/item is damaged or lost during a student's occupancy, the student shall pay for the compensation based on the original price purchased.
12. Upon check out, one shall clear away everything on the bed occupied, return all items borrowed, including temporary access card and keys.

13. Any violation against these guidelines or Regulations for Student Dormitory Administration will result in one's eligibility for single day accommodation being canceled for the future.
14. Those who have paid the appropriate fees but wish to cancel the reservations must notify the Division of Student Housing Affairs or Division of Student Affairs on Gongguan Campus at least one day prior to the date of accommodation to receive a full refund. No refunds will be given to those who cancel on the day or do not show up. In the event of typhoons or other unavoidable natural disasters where check-ins are not possible, a full refund or extension shall be requested within 3 days after Taipei City Government's announcement of office/school closures.
15. The Guidelines and any amendment to the Guidelines shall be promulgated and enacted after approved by the Dean of Student Affairs.