

# Application for Cancellation of Winter Stay

From January to February 2020  
For Graduate Student Dormitories

Winter stay is included in the 1<sup>st</sup> semester and charged separately. Those who do not stay nor place their personal belongings in the dorm during winter vacation may apply to cancel their winter stay which spans from mid-Jan to mid-Feb. Please refer to the following for related information on winter stay.

Important Schedule for <b>Cancellation</b> of Winter Stay		
EVENT	DATE	INSTRUCTION
CANCEL your winter stay online	10:00AM, Dec.04   10:00AM, Dec.10	Cancel your winter stay here: <a href="http://dorm.osa.ncku.edu.tw/index_ws.php?md=7">http://dorm.osa.ncku.edu.tw/index_ws.php?md=7</a>
Complete check-out procedure	By 12:00PM, Jan.13	For detailed check-out and check-in date and time for different sessions, please refer to the schedule announced in your building.
<p style="text-align: center;"><b>Remarks</b></p> <ol style="list-style-type: none"> <li>Residents having unpaid dorm fee bill(s), having violation points of or over 10 points, or being suspended of the right to dormitory accommodation, are not eligible for on-line application and shall contact their resident counselor to cancel their winter stay by 10:00 AM, December 10, 2019.</li> <li>Those who apply to <b>CANCEL</b> winter stay shall complete the check-out procedure, which includes cleaning and emptying their space, asking the staff to check the room, and paying the electricity bill..</li> <li>Applicants who are found either stay or place their personal belongings in the dorm during winter vacation shall pay the full amount dorm fee of winter stay and be dealt with according to related regulations.</li> <li>Charge standard for application after the deadline:               <ol style="list-style-type: none"> <li>(1) By 10:00 AM, December 10, 2019: Apply via the online system. No handling fee will be charged.</li> <li>(2) 10:00 AM, December 10, 2019~before announced check-in day: Apply with your resident counselor. A handling fee* of NTD 250 will be charged.</li> <li>(3) Starting from announced check-in day: Apply with your resident counselor. A handling fee* of NTD 250 and short-term lodging fee will be charged on daily basis till the full amount of the winter stay charge.</li> </ol> </li> </ol> <p>*Exemptible for cancellation due to withdrawn, suspension, and graduation.</p>		
Important Schedule for Residents of Winter Stay		
EVENT	DATE	INSTRUCTION
Accommodation Arrangement Inquiry	Starting from 18:00, Dec.20	<a href="http://dorm.osa.ncku.edu.tw/index_stu.php">http://dorm.osa.ncku.edu.tw/index_stu.php</a> Accommodation of winter stay may be rearranged for special needs and academic purposes.
Payment	Dec.20   Jan.03	Download your bill here: <a href="https://school.bot.com.tw/newTwbank/StudentLogin.aspx">https://school.bot.com.tw/newTwbank/StudentLogin.aspx</a> Payment Instruction: <a href="http://tinyurl.com/print-ur-dorm-fee-bill">http://tinyurl.com/print-ur-dorm-fee-bill</a> <b>Please note that for payment after January 03, 2020, the applicant will receive 5 violation points. The applicant will receive another 5 violation points for payment after January 10, 2020.</b>