

Regulations for the Counseling and Management of Student Dormitories of National Taipei University of Business

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Article 1 To maintain tranquility, safety, and cleanliness in the University's student dormitories, to implement mechanisms for residential counseling, management, and evaluation, and to create a sound learning environment and living quality so that students can reside with peace of mind and focus on their studies, the University hereby establishes the Regulations for the Counseling and Management of Student Dormitories (hereinafter the Regulations).

Article 2 The University's student dormitories are for the residential use of full-time students who are officially enrolled at the University. Students of the Affiliated Open College, the Division of Continuing and Extension Education, and special programs and classes who require accommodation must apply and obtain approval.

Article 3 Unless otherwise provided by laws and regulations, the management of the University's student dormitories shall be conducted in accordance with these Regulations.

Article 4 Administrative organization and duties for student dormitories

1. Responsibilities of relevant units:

(1) Taoyuan Campus General Services Section: Responsible for construction, repairs, environmental sanitation and beautification around dormitories, and the collection and refund of accommodation fees. Overall coordination is under the General Affairs Division.

(2) Information and Network Center: Responsible for network maintenance and system updates for student dormitories.

(3) Taoyuan Campus Campus Security Service Section: Responsible for accommodation applications, allocation, administration, residential counseling, maintenance of dormitory order, and the handling of contingencies. Overall coordination is under the Military Training Office.

2. Student dormitories shall have counseling and management personnel, with duties prescribed separately by the Taoyuan Campus Campus Security Service Section.

3. Student dormitories shall establish student self-governing officers, with the regulations for their establishment prescribed separately by the Taoyuan Campus Campus Security Service Section.

Article 5 Dormitory application:

1. As a general rule, each application is for one academic year and applicants must comply with these Regulations. Failure to apply within the prescribed period shall be deemed a waiver.

2. If the number of applicants exceeds the number of dormitory beds, a dormitory lottery shall be conducted at the announced time.

3. Students returning from suspension of study must complete reinstatement

procedures before submitting a dormitory application.

4. Students allotted a dormitory room who fail to check in within the announced period, or who forfeit their place and delay the waiting-list process, shall be barred from applying in the following academic year.

Article 6 Dormitory allocation:

1. All first-year students at the Taoyuan Campus shall reside in dormitories. Those with special circumstances may apply for exemption from residence and must obtain approval.
2. Applicants for accommodation shall be ranked according to the following principles:
 - (1) Overseas students, students from families in special circumstances, and the year's newly appointed and outgoing outstanding dormitory student self-governance officers shall be given first priority.
 - (2) Transfer freshmen shall be given second priority.
 - (3) Current students of the Taoyuan Campus shall be given third priority.
(If there are insufficient beds available, priority shall be given to students who have been registered as residing in a county or city other than Taoyuan City for more than six months; if beds are still insufficient, a lottery will be announced and conducted.)
 - (4) First-year and freshmen and transfer students of the Taipei Campus shall be given fourth priority.
(If there are insufficient beds available, priority shall be given to students who have been registered as residing in a county or city other than Taoyuan City, Taipei City, and New Taipei City for more than six months; if beds are still insufficient, a lottery will be announced and conducted.)
 - (5) Fifth priority shall be given to returning students of the Taipei Campus.
(If there are insufficient beds available, the procedures set out in Subparagraph 4 shall apply.)
 - (6) Sixth priority shall be given to extended-study students.
(If there are insufficient beds available, the order of priority and procedures set out in Subparagraphs 3 and 5 shall apply.)

3. Students with disabilities:

- (1) Applicants must possess the ability for self-care (independent living). Individuals whose disability level is classified as 'moderate or above' on their Disability Certificate (Manual) shall submit a medical diagnosis certificate from a hospital designated by the Ministry of Health and Welfare for disability assessment, which must specify 'whether the individual requires supervision, care, and assistance from others.' Those who lack the ability for self-care (independent living) are not eligible to apply for dormitory residency.
- (2) Students with disabilities may choose one fellow student to reside with them and shall submit a special accommodation application to the Taoyuan Campus Campus Security Service Section within the announced period; upon approval, priority for accommodation in the following academic year shall be guaranteed.

4. Once a dormitory bed has been allocated, it may not be changed during the accommodation period except when approved in accordance with regulations.

Article 7 Winter and summer break accommodation:

1. Eligibility for winter and summer break accommodation: overseas students, students from outlying islands, students from families in special hardship, dormitory student self-government officers, and students approved through special projects.
2. In principle, accommodation shall be centralized, and bed assignments are

uniformly allocated by the Dormitory Manager's Office.

3. To encourage students to return home during the winter break and Lunar New Year holiday, the dormitory is not open for residency during the Lunar New Year holiday. Those with special needs must obtain consent from the Campus Security Service Section before they may stay.
4. Students applying for summer or winter break housing must submit their applications within the period specified in the announcement; late applications will not be approved.
5. Upon approval, students must pay the accommodation fees in full. The payment receipt must be submitted to the Dormitory Manager's Office within the announced period for room assignment; otherwise, the application will be deemed a waiver, and the fees paid will not be refunded.
6. Graduating seniors who require summer housing due to delayed graduation or other legitimate reasons must provide relevant certification from their departments or institutes and apply at the Dormitory Manager's Office within the announced period.
7. The duration of residency must be for the entire winter break (excluding the Lunar New Year holiday) or the entire summer break; applications for individual weeks will not be accepted.
8. As summer and winter break housing are outside the regular academic semester, fees are charged according to the break period fee standards. Students with preferential status may receive fee reductions or exemptions in accordance with relevant regulations.
9. The dormitory may not be open for residency in the event of insufficient management personnel or dormitory renovation (repairs), following an advance announcement.

Article 8

Dormitory Check-in:

1. The check-in date and time shall be as announced.
2. At check-in, present a student ID card (new students shall present an identification document) to the dormitory counseling and management staff to complete the check-in procedures.
3. At check-in, inspect the room's property and items, complete the inventory card, and submit it to the counseling and management staff for confirmation.
4. Failure to return the inventory card by the deadline will be deemed acceptance that all listed property and items are correct and serviceable; any damage shall be compensated at cost in accordance with the procurement price recorded by the General Affairs Division.

Article 9

Dormitory Changes:

Students who, for special reasons, wish to apply for a change of dormitory assignment shall submit a written report stating the reasons. The application must be verified by the department (institute) office and the relevant units, and may be effected only upon approval by the Campus Security Service Section.

Article 10

Dormitory Check-out:

1. A resident shall immediately check-out the dormitory under any of the following circumstances:
 - (1) Upon graduation, suspension or withdrawal from study, or transfer to another school; the resident shall complete check-out on the date student status at the University ceases.
 - (2) A resident who voluntarily forgoes accommodation for the next semester shall complete check-out before the announced move-out date.
 - (3) A resident ordered to check-out shall complete the check-out procedures within five days.

2. Students applying to check-out of the dormitory shall complete the check-out procedures in accordance with the following steps:
Complete a Dormitory Check-Out Application Form and return public property. The counseling and management staff shall inspect the room's property and cleanliness and confirm same-day check-out. Upon signature, the check-out is completed. Items not removed by the check-out deadline will be disposed of as waste.
3. Calculation of the refund standards for dormitory check-out:
 - (1) Dormitory Fee: For students who take a leave of absence (or withdraw) or transfer to another institution, the dormitory fee originally paid by the resident student shall be refunded in full without interest if the check-out procedure is completed before the first day of the semester; if the check-out application is submitted on or after the first day of the semester (inclusive) and within one third of the semester, two thirds of the dormitory fee shall be refunded without interest; if the check-out application is submitted on or after the first day of the semester (inclusive) and after one third of the semester but within two thirds of the semester, one third of the dormitory fee shall be refunded without interest; if the check-out application is submitted on or after the first day of the semester (inclusive) and after two thirds of the semester, the dormitory fee paid shall not be refunded.
 - (2) Security Deposit: Refunds shall be processed by transferring the amount to the student's account. The student shall complete the Security Deposit Refund Application Form and attach the relevant documents for the semester/term in which the security deposit was paid and a photocopy of the student's Chunghwa Post (or bank) passbook, to facilitate the refund. If the refund cannot be processed due to the student's failure to file, untrue filing, or erroneous filing, and the student still fails to cooperate and complete the required procedures within one month after notification, the amount shall be transferred to the University Endowment Fund.
4. Students residing during the winter or summer break shall vacate by the deadline announced for the break, clean the room, and return public property before moving out. Items not removed will be treated as waste, and the cleaning costs shall be borne by the resident.

Article 11 Dormitory closure:

1. At the end of the semester, all residents shall remove all belongings within the specified period to facilitate use by special program cohorts during the winter and summer breaks. Items not removed by the deadline will be treated as waste. The University may open designated areas for next semester's residents to place items temporarily; only space is provided, and the University assumes no custodial responsibility.
2. Students who will not remain in residence in the new semester shall complete check-out procedures before the dormitory closure date as announced, to facilitate safety inspections and environmental cleaning.
3. When dormitories are being renovated or repaired, the University may announce a closure period. Residents shall move out in accordance with the announced schedule.

Article 12 During the accommodation period, students shall comply with these Regulations and other related rules and accept counseling, administration, and evaluation by dormitory counseling and management staff and military training instructors.

Article 13 Floors two and above in the dormitory buildings are residential areas and are off limits to nonresidents. The first floor and basement level are open areas and may be freely

accessed by all University faculty, staff, and students; however, certain activity venues require permission from the relevant managing unit for use.

Article 14 To maintain dormitory property and cleanliness, residents shall thoroughly clean and return public property when checking out, changing rooms, or at the end of the semester. If violated, the required costs shall be borne by the resident.

Article 15 To cultivate good living habits, ensure residential safety, implement energy conservation policies, and provide a quiet living environment. In addition, main room lights shall be turned off from 24:00 to 06:00.

Article 16 To foster reasonable use of energy and resources and the habit of conservation, fees related to energy and resources shall be collected in accordance with the ‘user pays’ principle.

Article 17 The General Affairs Division or relevant units may, after notifying the Campus Security Service Section, enter dormitories and rooms to carry out repairs, construction, or related matters.

Article 18 The Campus Security Service Section may, together with relevant units and dormitory counseling and management staff, conduct inspections of dormitory safety and sanitation and of the matters listed in Articles 22 and 23.

Article 19 Inspection and maintenance of water, electricity, internet, and communications equipment in dormitories shall be performed by personnel designated by the University. No other personnel may handle such work.

Article 20 Dormitory fees:

1. All dormitory charges (including ancillary facilities) shall be collected in accordance with the announced standards.
2. The accommodation deposit is NT\$1,000 and shall be paid together with the accommodation fee at first check-in.

Article 21 Student Dormitory Self-Governance Association

1. Residents shall establish a “Student Dormitory Self-Governance Association” to cultivate self-governance and increase participation, and to jointly maintain and enhance accommodation quality. The Association’s organizational rules shall be prescribed by its officers.
2. The Association shall convene a residents’ general assembly within one month after the start of each academic year. Resolutions of the assembly shall not contravene University regulations, these Regulations, or applicable laws and policies.
3. The residents’ general assembly shall be convened by the dormitory self-governance officers; participants are resident representatives. Meetings consist of regular sessions (to be held at least once each academic year) and extraordinary sessions (held as needed). If the officers are unable to convene the assembly for any reason, the Campus Security Service Section may convene it directly.
4. The residents’ general assembly shall deliberate the following matters:
 - (1) Improvements to dormitory life.
 - (2) Dormitory Life Code of Conduct.
 - (3) Rules for the use of dormitory common areas.
 - (4) Subscription and management of newspapers and periodicals for the common lounge.
 - (5) Rules for self-directed cleaning.
 - (6) Other dormitory related matters.
5. When the residents’ general assembly is convened, instructors from the Campus Security Service Section shall be invited to attend, and relevant personnel may be invited to sit in. Meeting minutes shall be announced by the Association and submitted to the Campus Security Service Section for record.
6. The Association shall establish a points-deduction system for resident violations to

regulate resident conduct and provide a basis for disciplinary action. Residents who violate the University's "Regulations for Student Rewards and Penalties" shall be handled separately in accordance with those Regulations.

Article 22 Residents shall comply with the following rules during the accommodation period:

1. Do not cook, burn items, barbecue, set off fireworks, make unauthorized electrical connections, or store any items that endanger public safety in dormitory common areas or rooms.
2. No resident may monopolize a room, refuse entry to a roommate, or transfer (sell) a bed space without authorization.
3. The following improper or unlawful conduct is prohibited in dormitory common areas and rooms: drinking alcohol, gambling, fighting, smoking, chewing betel nut, playing mahjong, using illegal drugs, or any act that violates public order and decency, endangers safety, or disturbs the peace.
4. In rooms, only desk lamps, hair dryers, electric fans, radios or audio players, electric shavers, computers, and appliances provided or approved by the University may be used; all other electrical appliances with a rating over 500W are strictly prohibited to ensure dormitory safety.
5. Visitors may be received between 07:00 and 22:00 in the first-floor lounge. Entry to rooms on the second floor or above requires consent from the counseling and management staff.
6. Once bed assignments are set, residents may not exchange beds without authorization.
7. Bicycles may not be parked, nor pets kept, in dormitory common areas or rooms.
8. No conduct that disturbs others' self study or sleep is permitted in dormitory common areas or rooms.
9. No commercial activities may be conducted in dormitory common areas or rooms.
10. Residents shall jointly maintain dormitory cleanliness; personal belongings may not be piled or left in common areas.
11. Dormitory facilities and equipment may not be altered without authorization. Any damage or loss shall be compensated at cost in accordance with the procurement price recorded by the General Affairs Division.
12. Dormitory public property and facilities may not be occupied for personal use without authorization.

Article 23 Dormitory maintenance and cleanliness

1. Residents shall cherish public property and maintain the proper use of facilities and equipment in common areas and rooms. Any damage shall be reported for repair.
2. Posters, promotional materials, and announcements may be posted only on designated bulletin boards and only after approval by the Campus Security Service Section.
3. Common areas and rooms shall be cleaned by the residents themselves.
4. Residents shall comply with the self-directed cleaning duty roster arranged by the dormitory self-governance officers.

Article 24 A student who seriously violates these Regulations or the Dormitory Covenant shall have their residency eligibility for the following semester cancelled. For those who accumulate 20 demerit points according to the regulations, their residency eligibility shall be cancelled, and the dormitory fees already paid shall not be refunded.

Article 25 Nonresidents who stay in the dormitory without authorization shall vacate immediately and shall be subject to the University Student Rewards and Penalties Regulations.

Article 26 A student who receives a notice of cancellation of residency eligibility shall move out within five days. If the student fails to move out within the specified period, the University's relevant personnel may enforce the removal.

Article 27 A student whose residency eligibility has been cancelled may not apply for dormitory accommodation again during their period of study.

Article 28 These Regulations shall be implemented after approval by the Student Affairs Meeting and the Administrative Meeting and approval by the President. Amendments require approval by the Student Affairs Meeting and, after the President's approval, shall be implemented.