

Asian University Winter (Summer) Vacation					
Check-In / Check-Out Application Form			Application Date: Yr. Mo. Day		
Name			Dept./Graduate Inst. / Class		
Personal Phone no.:			Student ID No.		
E-mail			Gender	<input type="checkbox"/> F	<input type="checkbox"/> M
National			Apply for Housing for the period of	<input type="checkbox"/> Entire winter (summer) vacation	
				<input type="checkbox"/>	From To Total
① Verify by Dormitory Section	(verify first, after approval, go to Cashier Section and pay fess)		② Cashier Section Pay Certify	(after payment at Cashier Sec. return to Dormitory Sec.)	
	Full amount (\$ NTD 100/1day)	\$ NTD _____			
③ Pay deposit NT\$ 100 for keys. (including cleaning)	(Payment Confirmation, Dormitory Section Stamped)		④ Bed Arrangement.	Room _____ Bed _____ (Attendant only) If payment is incomplete, Attendant shall not accept.	
Count out room, public property and keys. (checking accommodation time is required)	Room Keys Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No		Complete accommodation fees	③ Refund key deposit (Refund deposit after completing the process. Student Signature) ④ Instruct:	
	Facility and Equipment Inspection: <input type="checkbox"/> In Order <input type="checkbox"/> Not in order				
	Move out time: ____ Mo. ____ Day ____ Hr. ____ Min, Days unpaid: _____				
	Attendant's Signature				
			(Go to Cashier Section and pay day unpaid. If no unpaid days , submit form Dormitory Section)		
Declaration of Consent	I am applying for dormitory , and, if approved, I certify that I am willing to comply with the regulations listed below: I will				
	<p>7. Follow the procedures and time-limit set by the school, pay accommodation fees and deposits.</p> <p>8. Comply with the Regulations of Accommodation Application and Management of Student Hostel and other existing rules and regulations. If violated, I am willing to accept punishment of school regulations.</p> <p>9. Check in to the bedroom and the bed assigned by the dormitory manager. Before check out, I will clean and restore the bedroom in good condition, and return keys. If not, I agree to have my deposit deducted to apply to cleaning fees and hiring people to finish the job, or in case of keys, as compensation for the cost of replacing lost keys.</p> <p>10. Allow repair person (s) approved by manager to enter my bedroom to carry out maintenance work during my stay.</p> <p style="text-align: right;">Applicant's Signature (Seal):</p>				