

**National Central University**  
**Dorm Check-Out Form** \*For Foreign Exchange Students Only

國立中央大學外籍交換生退宿退押金申請表

Applicant 申請人 \_\_\_\_\_ Sex 性別  Male 男  Female 女

Student ID 學號 \_\_\_\_\_ Department 系所 \_\_\_\_\_

Passport No. 護照號碼 \_\_\_\_\_ Dorm No. 宿舍 \_\_\_\_\_ Room \_\_\_\_\_

Residence Period 住宿期間：

From 自 \_\_\_\_\_ M 月 / \_\_\_\_\_ D 日 / \_\_\_\_\_ Y 年 To 至 \_\_\_\_\_ M 月 \_\_\_\_\_ D 日 \_\_\_\_\_ Y 年

This form is to certify the above students will move out of the dorm on \_\_\_\_\_ because  
of (please tick) 本表用以證明該生將於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日搬出學生宿舍，原因為：

Termination of Exchange Period 交換期間結束

Others 其他: Please state 請敘述 \_\_\_\_\_

Apply for Deposit Refund 是否申請退還押金：

Yes 是 Period 期間  Fall 上學期/Year 學年 \_\_\_\_\_  Spring 下學期/Year 學年 \_\_\_\_\_

No 否

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\*Completed by Section of Student Conduct and House Service 生輔組填寫\*

\*請開立支票\*

Whether refund 是否核與退費： Yes 是 退費(填下項)  No 否 不退費(下項免填)

Refund Amount 退還押金 \_\_\_\_\_ 元

Coordinator's Stamp 宿舍管理員認證簽章	Section of Student Conduct and House Service's Stamp 生輔組審查
<input type="checkbox"/> 宿舍財產清點 <input type="checkbox"/> 寢室清潔打掃 <input type="checkbox"/> 修改紙面資料 簽章： _____ 年      月      日	

Official Stamp 證明單位戳記

## Notice

1. The check-out procedure should be started **ONE MONTH** before student's departure.
2. At the time of withdrawal, the resident is responsible for returning the room in the same condition that it was when he/she entered the residence. If for any reason this is not possible, a charge will be made for cleaning.
3. Deposit won't be issued while voluntary withdrawal.
4. The procedure of checking-out:

