

放棄115學年度宿舍 線上申請流程

The Online Procedure of Quitting Student
Dorm in next Academic Year

住宿服務組

放棄下學期宿舍

Give up the Dorm in the Next Semester

- ▶ 登入portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢
Login portal→iNCU → Student Affairs→ Dorm Application and Search
- ▶ 其他項目→放棄下學期宿舍
Other Items → Give up the next Semester Dorm

🏠其餘宿舍申請

🏠其他項目

個人歷年申請資料查詢

歷年住宿資料 | 退宿申請 | 房間資產盤點

個人罰款紀錄查詢

鑰匙遺失罰款 | 卡片遺失罰款 | 退宿不合格等相關罰款

個人違規紀錄查詢

違規各項條款紀錄

放棄下學期宿舍

Give up the next Semester Dorm

放棄下學期宿舍

Give up the Dorm in the Next Semester

- ▶ 顯示宿舍寢室床位，點選放棄的學期後，送出放棄，於**確定放棄視窗確認**。
Click the dorm and the bed you are about to live → Click “Submit” → Click “Confirm” in the following pop-up window.
- ▶ 送出後系統會寄發Email放棄宿舍通知信件。
The system will notify via email after the application of giving up dorm is submitted.

The screenshot shows a web application interface for giving up a dorm. The interface is divided into several sections:

- Top Right:** A blue banner with the text "放棄下學期宿舍 - 新增".
- Main Content Area:**
 - 1:** A list of dorms. The first entry is "115 第一學期 (曦望居-曦望居_雙人 DormHsiW_2-A503室 2床)". A checkbox is next to it.
 - 2:** A button labeled "送出放棄" (Submit).
- 3:** A pop-up window titled "cis-devel.cc.ncu.edu.tw 顯示" with the text "確定放棄?" (Confirm giving up?). It has two buttons: "確定" (Confirm) and "取消" (Cancel).

Below the main content area, there is a section for online dorm giving up instructions:

※ 線上放棄事宜

- 送出申請後,將無法恢復之後學期住宿資格
- 如之後不住請在學期結束時,至個人歷年申請資料查詢,完成退宿手續

放棄下學期宿舍

Give up the Dorm in the Next Semester

- ▶ 確定放棄點出後，會顯示「放棄115第一學期 宿舍成功」。

The screen will display “You’ re succeed in giving up dorm in the spring semester in Academic Year 2024-2025.” after the application is submitted.

宿舍申請/查詢

放棄115 第一學期 宿舍成功

其餘宿舍申請

其他項目

- 個人歷年申請資料查詢
歷年住宿資料 | 退宿申請 | 房間資產盤點
- 個人罰款紀錄查詢
鑰匙遺失罰款 | 卡片遺失罰款 | 退宿不合格等相關罰款
- 個人違規紀錄查詢
違規各項條款紀錄
- 放棄下學期宿舍
Give up the next Semester Dorm

放棄下學期宿舍注意事項

Give up the Dorm in the Next Semester

- ▶ 需於**115年7月31日**前提出放棄。115年8月1日至開學前提出放棄者，依收費標準收取1/7費用。

The application of quitting dorm must be submitted before Jul, 31st, 2026. The manual application can be submitted from Aug, 1st to the convention of the semester, and one seventh of the fee will be charged according to the charging standard.

- ▶ 放棄者須於時間內完成退宿Those who give up living in the dorm must complete the procedure of dorm check-out:

1. 離校手續者需離校手續前完成退宿手續，**最遲須於8/24下午1點前完成退宿**。

Those who are about to leave the school have to complete the procedure of dorm check-out before completing the procedure of school leaving. The **deadline of completing the dorm check-out procedure is August 24 1:00 P.M..**

2. 非離校者**最遲須於8/24下午1點前完成退宿**。

Those who are not about to live have to complete the procedure of dorm check-out before **August 24 1:00 P.M..**

注意事項與退宿方式 Notes and Check-out

- ▶ 上述作業僅放棄下學期宿舍，還須另行辦理退宿手續。The above assignment only gives up the dormitory for the next semester, and separate check-out procedures are required.
- ▶ 退宿方式(詳細退宿方式將另行公告) Check-out(detailed instructions for the check-out process will be announced separately)
 1. 請至退宿檢查系統：請至Portal登入->服務櫃台(iNCU)->學務專區->宿舍申請/查詢內->個人歷年申請資料查詢->退宿申請。 To check-out system: Login to NCU Portal ->iNCU-> Student Affair (StdAffair) ->Dorm Application and Search ->Personal information inquiry over the years->Check-out application.
 2. 將寢室清潔完成照片上傳到退宿檢查系統(照片上傳以2MB以下較佳)，請至所屬宿舍傳達室找宿舍管理員到寢室檢查確認，並將鑰匙繳交至宿舍傳達室給宿舍管理員。退宿檢查不合格者，需繳交清潔不合格費用或鑰匙遺失費用。 Take photos of your dormitory 's cleanliness, upload to check-out system(photo size <2MB is preferable) and return the key to the key box at the dormitory office. The dormitory manager/dormitory officer will visit your room to verify that the cleanliness meets the standard. There will be a fee for those who didn' t meet the cleanliness standard or lost in room keys.
 3. 若未完成退宿手續者，視同逾期未退宿，需繳交清潔不合格費用或鑰匙遺失費用。 If the check-out procedure is not completed, it will be treated as overdue check-out, and you will be required to pay a fee for non-compliance with cleanliness standards or for lost keys.
 4. 未於退宿期限內搬遷者，依宿舍管理辦法第9條第2款處理其留置物品。 Those who do not move out within the check-out deadline will have their belongings handled in accordance with Article 9, Section 2 of the dormitory regulations.

逾期放棄宿舍Abandoning dormitory overdue

▶ 受理時間 Time : 115.08.01(五)~115.09.06(日)(開學前一天)

▶ 逾期放棄宿舍者需先繳交宿舍費，後續退還七分之六費用。

According to Regulations for Student Dormitories. Article 22-2, if you give up your accommodation before the start of the semester after the base date for giving up your accommodation, you will be required to pay one seventh of the accommodation fee for the semester

▶ 登入portal→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→其他項目→個人歷年資料查詢

Login portal→iNCU → Student Affairs → Dorm Application and Search → Other Items
→ Personal information inquiry over the years



The screenshot shows a web interface with a header '其他項目' (Other Items) and a list of three menu items. The first item, '個人歷年申請資料查詢' (Personal historical application information inquiry), is highlighted with a yellow border and includes sub-links for '歷年住宿資料' (Historical accommodation information), '退宿申請' (Dormitory withdrawal application), and '房間資產盤點' (Room asset inventory). The second item is '個人罰款紀錄查詢' (Personal fine record inquiry) with sub-links for '鑰匙遺失罰款' (Key loss fine), '卡片遺失罰款' (Card loss fine), and '退宿不合格等相關罰款' (Dormitory withdrawal disqualification and related fines). The third item is '個人違規紀錄查詢' (Personal violation record inquiry) with a sub-link for '違規各項條款紀錄' (Violation record of various clauses).

其他項目	
個人歷年申請資料查詢	歷年住宿資料 退宿申請 房間資產盤點
個人罰款紀錄查詢	鑰匙遺失罰款 卡片遺失罰款 退宿不合格等相關罰款
個人違規紀錄查詢	違規各項條款紀錄

逾期放棄宿舍Abandoning dormitory overdue

▶ 其他項目→個人歷年資料查詢→逾期放棄申請

Other Items → Personal information inquiry over the years → Abandoning dormitory overdue

學期	申請階段	宿舍	房號	床號	繳費狀態	狀態	管理
115第一學期	大學部 Undergraduate Students	女2舍	Dorm2-223	4	待繳費	入宿中	檢視詳細資料 逾期放棄申請
112 寒假	大學部 Undergraduate Students	女2舍	Dorm2-223	4	待繳費	入宿中	檢視詳細資料
112 第一學期	大一新生 Freshman	女2舍	Dorm2-223	4	已繳費	入宿中	檢視詳細資料 退宿申請

逾期放棄宿舍 Abandoning dormitory overdue

- ▶ 放棄時需上傳退款帳戶封面並填寫退費帳號(須本人)，後續退還七分之六費用。
When giving up, you need to upload the refund account cover and fill in the refund account number (must be in person), and three-quarters of the fee will be refunded later.
- ▶ 填寫資料後送出放棄宿舍。
After filling in the information, you will be sent to give up your dormitory.

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cis-devel.cc.ncu.edu.tw 顯示
確定放棄?
Confirm to give up

確定 取消

放棄宿舍			
學期	1151	大樓	女2舍
房號	Dorm2-223	床號	4
入宿狀態	入宿中		
1 *上傳退款帳戶封面 Upload account cover	<input type="button" value="選擇檔案"/> 未選擇任何檔案 (僅接受jpg,jpeg,png類型檔案，大小限制為4MB以下)		
*退費帳號 Account Number	<input type="radio"/> 郵局帳號 Post Number 郵局帳戶 <input type="text"/>		
	<input type="radio"/> 銀行帳號 Bank Number 金融機構名稱(含分行) 帳戶 xx銀行xx分行 <input type="text"/>		
2 <input type="button" value="放棄宿舍"/>			

逾期放棄宿舍Abandoning dormitory overdue

- ▶ 逾期放棄完成後，可再至個人資料查詢內查詢，顯示如下圖。

After confirming the abandonment, it will be displayed in the system.

- ▶ 完成逾期放棄後，請完成**本學期(1142學期)退宿程序**，退宿請點選退宿申請進行退宿手續。

The application has been abandoned after the expiration date. **Please complete the check-out procedure in this semester.**

Overdue abandonment application is completed, please complete the check-out procedure

逾期放棄申請 完成 請完成退宿程序

The application has been abandoned after the expiration date. Please complete the check-out procedure.

學期	申請階段	宿舍	房號	床號	繳費狀態		
115第一學期	大學部 Undergraduate Students	男9A舍	Dorm9A-506	1	待繳費	已申請逾期放棄 請完成退宿程序	檢視詳細資料 已提出退宿申請 等待本學期退宿檢查
112 寒假	大學部 Undergraduate Students	男9A舍	Dorm9A-506	1	待繳費	入宿中	檢視詳細資料
114第二學期	大一新生 Freshman	男9A舍	Dorm9A-506	1	已繳費	入宿中	檢視詳細資料 退宿申請

Check-out application