

## **Information for new residents of NCYU Jinde Dormitory: Version for graduate students**

1. Access card (white card) is used to access into the dorm, basement parking, elevator, and main green door before entering into your room.
2. Access card (white card) is needed to scan at the main gate when leaving and entering the dorm during 00:00-06:00. During this time, the basement entrance is closed.
3. Girls use the two elevators located near security guard area. Boys use the other one. It is prohibited for girls and boys to use the same elevators.
4. Televisions, kitchen equipment, refrigerators, dryers, printer, and vending machines are all located on the first floor.

**Note:** - Only two items can be stored in refrigerators.

- Please write your **NAME, ROOM NUMBER, and the DATE** on items (e.g., Jeff, Rm. 801-1A, March 1, 2014)
- Dorm staffs will clean refrigerators on every Monday. If your items are stored over 7 days, they will be removed. If you prefer to keep them in the fridge, **please change the DATE every week.**

5. Cooking, smoking, pets, refrigerators and dangerous items are not allowed in bedroom.
6. Washing machine, spin dryer and water dispenser are located in Room #07. (Women and men can use)
7. Washing machine (Fee: NT\$10), spin dryer, and dryer (Fee NT\$10) are not allowed to be used after 00:00 (midnight).
8. Floor managers stay in Room #07. If you have any question or problem, please contact them.
9. Internet connection channel is under a desk. Network IP address is attached to the upper right corner bookcase or on door.
10. Remember to close the door and keep your valuable belongings carefully. Dorm office will not be responsible for it.
11. Do not place personal items and trash in public areas, bathroom and in front of the main green door.

12. Lights will be turned off after 00:00 (midnight). Lights only could be turned on in midnight during the 3 weeks (a week before school's exam, mid-term/final exam week, and a week after school's exams).
13. Once the room and bed is assigned to you, you cannot change room and bed without the dorm officer's permission. If you have a special request, please apply in dorm office.
14. Please arrange a schedule to cooperate with your roommates to clean the rooms as well as throwing garbage.  
The garbage truck arrives around 19:15 every day **EXCEPT WEDNESDAY and SUNDAY**. Be at the main gate around 19:00 in case it comes earlier. Recycling truck is also come on Monday and Thursday.
15. Visitors have to sign their name at the security guard desk every time. They can **ONLY stay at the living room on the first floor**. Visitors are not allowed to go up to your room unless get permission from the dorm office.
16. Request for repairing breakdown webpage is on <http://goo.gl/7imURt>. Repairing progress tracking website is <http://goo.gl/3yrWEy>.
17. If you want to move out the dorm during each semester, **dormitory fees will not be returned** except you drop, retire, transfer to another school or graduate.
18. In addition to accommodation fees, according to the rules of dorms at National Chiayi University, every resident must share the amount of utilities bills. Residents in dorm will be charged before the end of each semester.
19. Dorm office opening hours: 08:30-12:00, 13:00-17:00, 19:00-23:00.  
Dorm office is closed on holidays. Any emergency, please contact security guard or call: 05-2732606.
20. Please read National Chiayi University Student Dormitory Regulations or browse rules and regulations of NCYU dormitory on website [http://www.ncyu.edu.tw/files/list/stude/國立嘉義大學學生宿舍管理規則\(1041001 修訂\).pdf](http://www.ncyu.edu.tw/files/list/stude/國立嘉義大學學生宿舍管理規則(1041001修訂).pdf)
21. In the end of each semester, please follow the Dormitory Management Committee's rules. Clean room and public area before check out. (No matter you would stay in dorm during summer/winter vacation or not, you have to complete cleaning and the check-out)