

National Taipei University of Nursing and Health Sciences

Rules Governing Student Housing

Promulgated at the Student Affairs Meeting on December 16, 2020,
and implemented during the 2021 academic year
Originally the NTUNHS Rules on Applying for Student Housing, which was effective until the 2020 academic year
Amended and approved at the ad hoc Student Affairs Meeting on March 24, 2021
Amended and approved at the Student Affairs Meeting on June 2, 2021
Amended and approved at the ad hoc Student Affairs Meeting on September 29, 2021
Amended and approved at the ad hoc Student Affairs Meeting on May 18, 2022

Article 1. These regulations are prescribed to enable the learning of self-discipline and mutual respect in organizational living and the fostering of healthy life habits, initiative, and helpfulness among students. The regulations jointly ensure the quality of student housing and the safety of students living on campus and handle administrative matters relating to student housing such as applications, assignments, moving in and out, and fees.

Article 2. Organizational responsibilities and division of labor

A. Office of Student Affairs

1. The Student Housing Division discusses and amends the regulations on student housing (including these provisions, dormitory regulations, housing agreements, guidelines for self-management, and procedural bulletins) and comprehensively manages general administrative affairs related to student housing.
2. The Student Guidance Division assists in counseling students, maintaining safety, rewarding and punishing conduct, organizing disaster prevention and safety campaigns, and reporting campus safety incidents.
3. The Health Center assists with matters relating to health and safety, legally prescribed disease prevention, and injuries and illnesses among students living on campus.
4. The Student Counseling Center (including resource rooms) assists with counseling and consultations for students living on campus and support services for students with disabilities (e.g., reviewing the eligibility of applications for accessible beds).

B. The Office of General Affairs is responsible for the construction, procurement, repair, maintenance, and cleaning of student dormitories as well as utilities and asset management. The Office of General Affairs is also responsible for collecting and refunding payments and receiving mail on behalf of students living on campus.

C. Other administrative assistance

1. The Computer Center is responsible for planning, establishing, and maintaining information networks and information safety within student housing.
2. The International and Cross-Strait Education Center is responsible for counseling international students, coordinating communications and language support, and handling emergency contacts.

D. Resident assistants in student housing assist with administrative affairs in student housing and are responsible for self-governance matters (such as the provision and amendment of dormitory living covenants) while accepting guidance from the Office of Student Affairs; the organization,

production, responsibilities, and evaluation of resident assistants shall be stipulated separately.

Article 3. Dormitory applications and bed assignment

A. Application eligibility and status definitions

1. Eligibility for housing: The relevant undergraduate or graduate student must have been registered as a resident for at least 6 months and be actually residing in Keelung City, Taoyuan City or southward, Yilan County or eastward, or in the New Taipei City districts of Wanli, Jinshan, Shiding, Reifang, Pingxi, Shuangxi, Gongliao, Pinglin, Wulai, Sanxia, Linkou, Sanzhi, or Shimen; the registration period shall be calculated from the registration date until the first day of the application period posted by the Student Housing Division. The student must not be either working (including students in further education courses) or delaying graduation.

Those who move their household registration for the purpose of applying for student housing and were verified to not have resided at the registered address shall have their eligibility revoked.

2. Scholarship students: Housing fees shall be waived for students who meet the qualifications prescribed in Subparagraph 1 and come from low-income or medium low-income households or students who require student housing due to special and emergency circumstances and have been approved by the Dean of Student Affairs.

The definitions of low-income and medium-to-low-income households must be in accordance with the *Rules Governing the Waiver of School Miscellaneous Fees in Senior High School or Higher Education for Low-Income and Medium Low-Income Students*; housing applicants not compliant with the cited regulations shall not be recognized as being from low-income or medium low-income families.

3. International students: Housing is available for international students in a special graduate program or for overseas compatriot students or students from China, Hong Kong, or Macao in an undergraduate program.

General students who are not Taiwanese nationals must provide documents to the International Center for review and then notify the Student Housing Division in order to apply for housing.

4. In compliance with the principles of fair access to housing, the maximum term of housing for each program is 4 years for 4-year technical programs, 2 years for 2-year technical programs, 2.5 years for the postgraduate nursing program, 2 years for a master's program, and 4 years for a doctoral program.

5. Restrictions on applications

- a. Students enrolled in doctoral programs (except for special programs for international students) or professional programs (including further education programs) or who are delaying graduation may not apply for student housing.
- b. Students who were approved to withdraw from student housing may not apply for housing again during their term of study.
- c. To ensure the health and safety of all students living on campus, students who have contracted a legally prescribed infectious disease or other major injury or illness (excepting physical impairments); students who are experiencing an acute mental episode and cannot recover fully in a short period of time, resulting in the necessity of isolation or special treatment; and students with other special situations unsuited for group living may not apply for student housing.

In the event one of the aforementioned persons requires housing, they must submit a

diagnosis form from a public hospital and supporting documents for approval from the NUTNHS President, following a preliminary review by their advisor and department supervisor and a second review by the Office of Student Affairs. If a student conceals the fact that they are ineligible to apply or makes an untruthful report, in addition to the announcement of their withdrawal from student housing immediately, their case will be transferred to the Students' Rewards and Penalties Committee for deliberation; if their concealment results in damages, the student shall bear all legal and compensatory liabilities.

6. To ensure the safety of pregnant women and in consideration of the limitations of existing housing facilities, accommodations for pregnant students shall be arranged in compliance with the *Guidelines on the Rights to Education, Counseling, and Assistance of Pregnant Students*.
- B. Application process: Applications for housing during the semester and housing during the summer shall be handled separately; both involve online applications and the submission of paper documents afterwards.
 1. Housing during the semester: This is distinguished as first semester housing (including the winter holiday; the dormitories will be closed during the Chinese New Year holiday) and second semester housing.
 - a. Returning students who have completed disaster prevention and safety education during the second semester of each school year, in accordance with announcements by the Student Housing Division, may apply for student housing for the following year; housing priority will be assigned by lot drawing.
 - b. New students shall apply for housing for their year of admission within 1 week of their admission being posted in their channel of admission, in accordance with announcements by the Student Housing Division. New students who fail to complete their housing applications by the posted deadline are not guaranteed to be assigned beds and shall be placed on a waitlist based on their application date.
 - c. Transfer or returning students shall apply to be on the housing waitlist after their transfer results are posted or they have been approved to resume their studies; their placement on the waitlist shall be determined by their application date.
 2. Housing during the summer:
 - a. Summer housing is only provided to those who qualify for housing as follows:
 - i. NTUNHS courses – the applicant is participating in summer courses or internships scheduled by their department.
 - ii. Official NTUNHS business – the applicant is participating in summer activities approved by the Extracurricular Activities Division or organized by NTUNHS administration (e.g., club or departmental activities, team training approved by the Physical Education Office, or camps organized by NTUNHS administration) or special accommodations through NTUNHS administration.
 - iii. International students.

Departments and NTUNHS administration must provide complete rosters for summer housing prior to the deadlines posted by the Student Housing Division.
 - b. Summer housing is requested on a weekly basis; durations shorter than 1 week shall be calculated as 1 week.

3. Applications for housing based on special circumstances must be approved by the Dean of Student Affairs.
- C. Assigning beds: The housing applications prescribed in the previous paragraph must be reviewed and approved by the Student Housing Division prior to the assignment of dormitories, floors, and beds in accordance with the following provisions:

1. Beds are guaranteed to new students, international students, low-income students, and resident assistants who qualify for housing and have completed their application for housing and to students who have been approved by the Dean of Student Affairs for reasons relating to disabilities, special circumstances (such as members of national teams attending training events), or emergencies.

Members of national teams must be selected through a national selection process to represent Taiwan in an international competition recognized by a second-level or higher agency of the Central Government during their term of study.

2. Accessible beds
 - a. Applicants who qualify for housing and have moderate or severe physical disabilities shall submit their application and supporting documents to the Resource Room for approval by the Special Education Implementation Committee.
 - b. If a student is unable to care for themselves and requires a live-in companion, the companion must be the same biological sex as the applicant and pay for their accommodation according to the student housing fee standards.
 - c. If the applicant for an accessible bed and their live-in companion are eligible for reduced or waived fees, the discounts or waivers must be calculated separately according to the eligibility of each person.
3. Excepting beds prescribed in the previous two subparagraphs and in isolation rooms, the remaining beds are available to other students who are eligible for student housing and shall be assigned according to the waitlist; medium low-income students shall be given priority on the waitlist based on a lot drawing.
4. Excepting accessible beds and the isolation rooms, if spare beds are available in student housing and all eligible students have received a placement, applications for student housing will be open to any currently enrolled student except those barred from applying.
5. Student housing areas are distinguished in two zones: Zone AB and Zone C.
 - a. Zone A (Hui Chi Hall) and B (Lan Xin Hall): Housing in this zone is limited to first-year undergraduate students, scholarship students, transfer students, students resuming their studies, and returning undergraduate students (including postgraduate third-year nursing students in the first semester).
 - b. Zone C: This zone is limited to students enrolled in a master's program, students enrolled in special programs for international students, returning undergraduate students (not including postgraduate third-year nursing students in the first semester), and students who are confirmed as meeting the criteria in Paragraph B of this Article.
 - c. Returning undergraduate students (excepting postgraduate third-year nursing students in the first semester, who may only apply for Zone AB) must choose one of the two student housing zones and may not submit another application for housing in the other zone.

- d. The assignment of dormitory rooms and estimated number of beds shall be coordinated by the Student Housing Division based on the number of applications in the previous academic year and the expected number of student admissions, and relevant details will be posted during the lottery process.
 - e. Every student housing zone will be equipped with isolation rooms, which are for emergency isolation purposes only; excepting international students, residents temporarily placed in an isolation room must return home to convalesce the next day and may not occupy the room for an extended period.
 - f. Summer housing shall be concentrated to the same dormitory floors; in addition to the posted closures of housing zones, housing for scholarship students and summer activities shall be limited to Zone AB.
- 6. Bed assignments shall be posted 2 weeks before the second semester final exams for summer housing and 2 weeks before the start of the academic year for semester housing; waitlist bed assignments shall be announced in rounds based on when the application was received. All housing assignments shall be posted on the Student Housing Division website and will not be announced through other means.
 - 7. During the effective period of their housing agreement, a residential student has a limited right of use of their assigned bed and may not sublet, lend, transfer, or allow through disguised means the whole or partial use of the assigned bed and bedroom to other people. The Student Housing Division retains complete rights over unassigned beds.
 - 8. The Student Housing Division may reassign beds based on reasons relating to unforeseen events (such as acts of God or human disasters), equipment damage, maintenance and repairs, housing safety, and disease prevention; students living on campus may not refuse reassignment.
- D. Roommates, room changes, and room surrenders:
- 1. Roommate requests during the academic year are limited to returning students who are guaranteed bed assignments in the same housing zone and within the original estimated number of beds; the Student Housing Division shall announce a roommate intention survey, which they shall review and take into consideration when assigning beds. The posted bed assignments are final.
 - 2. Requests for a room change during the semester are limited to students living on campus of the same biological sex and residing in the same room type in the same housing zone; applications must be submitted by the deadline posted by the Student Housing Division, and they are limited to a single exchange.
 - 3. A student may surrender their eligibility for student housing (including a position on the waitlist).
 - a. After the bed assignments have been posted, the student may choose to fill out a “Room Surrender Form” and submit it to the Student Housing Division; student housing fees shall be refunded based on the date the Student Housing Division receives the application for surrender.
 - b. New students who fail to move into their assigned room by the posted move-in date shall be considered as having surrendered their bed assignment.
 - c. Students on the housing waitlist or those receiving summer housing who fail to submit a “Room Surrender Form” to the Student Housing Division after their bed assignments have been posted and before the posted move-in date shall be considered as having moved in as of the posted move-in date.

- E. All applications shall be handled in accordance with announcements on the Student Housing Division website and will not be accepted after the posted deadlines.

Article 4. Moving in

- A. The dates for moving into and out of dormitories shall be posted on the Student Housing Division website.
- B. Students living on campus must have signed their housing agreement within 1 month of moving into a dormitory in accordance with Student Housing Division announcements (students under the age of 20 years require the recognition of their legal guardian); those who fail to sign their housing agreement within the posted period or are unwilling to sign shall be announced as having surrendered their room; the same applies to those with guaranteed bed assignments.
- C. Students living on campus must provide correct personal information when moving in and carry out an inventory of the assets (items) within their assigned room; any discrepancies in quantity or damages must be reported on the move-in day in accordance with regulations; otherwise, the bedroom items will be considered as having been received in a normal quantity or state.
- D. After moving in, the residential student is responsible for safekeeping the dormitory assets (items) allocated for their use and returning these assets (items) to their original state when moving out; in the event of damage or loss due to improper use, the residential student shall compensate for the damages in accordance with the terms of their housing agreement.
- E. For safety reasons, only authorized persons may enter student dormitories; without approval from the Student Housing Division, nonresidents (such as members of the public, relatives of students living on campus, and nonresidential NTUNHS students) are barred from entering student dormitories.
- F. During their residence in dormitories, students living on campus shall abide by NTUNHS and dormitory regulations and living covenants and jointly maintain the quality of dormitory life; on the basis of the severity of their offence, violators shall be given demerits or asked to surrender their place in their dormitory.
- G. The Student Housing Division may irregularly collaborate with NTUNHS and non-NTUNHS bodies to carry out routine inspections of dormitories in accordance with their duties. If the Student Housing Division must enter a bedroom for routine inspections (including dormitory administrative matters, health and safety inspections, and maintenance and repairs), the occupants of the rooms shall be notified through an announcement or by a resident assistant in advance; students living on campus shall comply with inspections. If persons or bedroom assets must be rescued due to an emergency situation or dangerous incident, time-sensitive and official tasks must be performed, violations must be prevented, or the identity of a person must be verified, the responsible unit may enter a dormitory room to carry out the appropriate actions without the consent of its occupants.
- H. Other responsible units that must enter the dormitories for official business must notify the Student Housing Division in advance and abide by the dormitories' standard operating procedures.

Article 5. Moving out

- A. Students living on campus shall move out of the dormitories if any of the following circumstances apply to them:
 - 1. The student has graduated.
 - 2. The student has suspended their studies, withdrawn from studies, or transferred to another

educational institution.

3. The semester housing period has ended.
 4. The student has not retained their bed assignment following the end of the summer housing period.
 5. The student withdraws from student housing due to certain reasons or by announcement.
 6. The student is approved to withdraw from student housing due to pregnancy or an infectious disease status.
- B. The key points of the withdrawal procedure are as follows; the actual process and forms shall be provided by the Student Housing Division separately.
1. All personal items shall be removed from the assigned bed and room and may not be placed in public areas.
 2. The assigned bed and room shall be clean and tidy.
 3. The dormitory assets (items) shall be undamaged.
 4. The student shall complete the refund of their stored credit in the electric power system and settle any open accounts.
 5. The withdrawing student shall submit their move-out checklist and return any remote controls or borrowed items (such as the electric power card).
- C. Any student moving out of student dormitories must complete the move-out process in accordance with the rules; failure to do so (which includes moving out before completing the move-out process or failure to move out by the appointed time) shall be viewed as a serious violation of the housing agreement, and the student's eligibility for student housing during their term of study shall be revoked.
- D. Students ordered to withdraw from university or announced to withdraw from the dormitories must complete the move-out process within 7 days of the announcement date.
- E. Graduating students shall move out of the dormitories on the day of their graduation ceremony; those who have deferred their graduation or were enrolled in credits not targeted toward the graduating class and therefore must extend their stay in the dormitories must apply for an extension in accordance with announcements by the Student Housing Division. Students living on campus in the undergraduate program must move out no later than the morning after they complete their final examinations that semester; students living on campus in postgraduate programs must move out no later than the last day of the semester.

Article 6. Pricing standards and refunds

A. Residential periods:

1. Student housing periods are as follows: first semester housing (including winter break; dormitories are closed during the Chinese New Year holiday), second semester housing, and summer housing. Payment for student housing is calculated by period and will not be adjusted according to the number of weeks in the relevant period. All payments are denominated in New Taiwan Dollars (NT\$).
2. The dormitory schedule (including the beginning of the semester, examination schedule, national holidays, one-third of the way through the semester, two-thirds of the way through the

semester, and the number of weeks) follows the calendar approved by NTUNHS.

B. Pricing standards (effective as of summer vacation, 2023)

	Room type		First semester (Including winter break; closed throughout CNY)	Second semester	Summer (Charged by the week, minimum billing period is 1 week)
Room fees	Zone AB	Four-person rooms	NT\$11,000	NT\$9,000	To be announced following renovation
		Four-person rooms	NT\$19,250	NT\$15,750	NT\$1,750/week
	Zone C	Two-person rooms	NT\$33,000	NT\$27,000	NT\$3,000/week
		Accessible two-person rooms	NT\$33,000	NT\$27,000	NT\$3,000/week
Common expenses	Dormitory network connection fees		\$1,000	\$800	\$50/week
	Electricity		NT\$4.5/kWh, based on actual usage		
	Deposit		NT\$1,000		

1. Housing fees for students taking over vacant bed assignments in the middle of the semester shall be calculated based on the move-in date posted in the replacement announcement.
 - a. Room fees are the full amount if the move-in date is within 1 month of the semester beginning, two-thirds of the amount if the move-in date is later than 1 month since the beginning of the semester and less than one-third into the semester, and one-half of the amount if the move-in date is later than one-third into the semester.
 - b. Dormitory network connection fees are the full amount if the move-in date is less than one-third into the semester and two-thirds of the amount if the move-in date is later than one-third into the semester.
2. Postgraduate third-year nursing students residing in the dormitories during the first semester shall pay the amounts listed for second semester housing in the above table.
3. Housing fees for low-income and medium low-income students shall be calculated in accordance with the reductions prescribed by the Ministry of Education in the *Rules Governing the Waiver of School Miscellaneous Fees in Senior High School or Higher Education for Low-*

Income and Medium Low-Income Students.

4. Payment for summer housing fees must be completed before the student moves in; payment that has not been received by the deadline will result in the student's eligibility for summer housing being revoked for the summer in question and the following summer.
 5. Summer housing fees may not be reduced for participation in activities that are not organized by the Office of Student Affairs, approved by the Dean of Student Affairs, or as part of training for division one or higher athletic competitions in Taiwan on behalf of NTUNHS.
 6. Reductions or exemptions in semester or summer housing fees only apply to room fees; the student must still pay common expenses.
- C. Refunds: For those whose move-in was documented, refunds shall be calculated based on the date their withdrawal procedure was completed; for those whose move-in was not documented, refunds shall be calculated based on the date the Student Housing Division receives the *Room Surrender Form* or in accordance with the provisions of these regulations.
1. A student's suspension of their studies, withdrawal from studies, or transfer to another educational institution.
 - a. Students who apply to suspend their studies, withdraw from their studies, or transfer to another educational institution before the start of the semester shall be refunded their full student housing and dormitory network connection payments.
 - b. Students who apply to suspend their studies, withdraw from their studies, or transfer to another educational institution after the start of the semester and before one-third into the semester shall be refunded two-thirds of their student housing and dormitory network connection payments.
 - c. Students who apply to suspend their studies, withdraw from their studies, or transfer to another educational institution later than one-third and not yet two-thirds into the semester shall be refunded one-third of their student housing and dormitory network connection payments.
 - d. Students who apply to suspend their studies, withdraw from their studies, or transfer to another educational institution later than two-thirds into the semester shall not be refunded their student housing or dormitory network connection payments.
 2. Current students:
 - a. Students who apply to withdraw from student housing 8 or more days (including weekends and holidays) before the start of the semester shall be refunded their full student housing and dormitory network connection payments; those who apply to withdraw from student housing after they have moved in shall be refunded half of their student housing and dormitory network connection payments.
 - b. Students who apply to withdraw from student housing no earlier than 7 days (including weekends and holidays) before the start of the semester or on the first day of the semester shall be refunded half of their student housing and dormitory network connection payments.
 - c. Students who apply to withdraw from student housing anytime from the second day of the semester until the fourth week of the semester shall be refunded one-third of their student housing and dormitory network connection payments.

- d. Students who apply to withdraw from student housing after the fifth week of the semester shall not be refunded their student housing and dormitory network connection payments.
3. Students living on campus who have taken over a vacated bed assignment and have paid the housing fee and dormitory network connection fee in full shall be refunded in accordance with the preceding regulations when applying to withdraw from student housing.

Students living on campus who have taken over a vacated bed assignment and have not paid the housing fee in full shall be refunded half the student housing and dormitory network connection payments they have made if they apply to withdraw less than one-third into the semester and within 1 month since the replacement announcement; refunds shall not be issued if the application for withdrawal is later than 1 month since the announcement or if the move-in date is more than one-third into the semester.

4. Refunds for students who were ordered to withdraw from student housing shall be handled in accordance with the standards for current students or students taking over a vacated bed assignment.
5. Once the application has been handled, summer housing (including summer activities) shall not be refunded.
6. Students withdrawing from student housing due to pregnancy or an infection disease status are not subject to the preceding restrictions and shall be refunded pro rata based on the number of weeks in residence; a residence period of less than a week shall be calculated as a full week.

D. Damages and deposits

1. Damages: in the event of damage or loss to university assets (items) due to improper use by an individual, the individual shall pay damages according to the terms of use agreement.

In the event of damage or loss to shared assets (items) in a dormitory room caused by an individual, the damage or loss shall be handled in accordance with the preceding subparagraph; if the damage or loss cannot be attributed to any person, the damages shall be evenly shared by all the occupants of the room.

2. Payment and uses of the deposit
 - a. For students living on campus who fail to move out on time, NT\$500 shall be deducted from their deposit for each day past the deadline (any part of a day shall be counted as 1 day). In the event that a student has not moved out 3 days after the move-out date, the Student Housing Division shall revoke their permission to enter dormitories and remove their possessions; the Student Housing Division shall not be responsible for storage of or compensation for student possessions.
 - b. Students withdrawing from student housing by announcement or who fail to complete the withdrawal process before moving out shall not be refunded their deposit.
 - c. Any room found not cleaned and returned to its original state after the student has moved out shall be cleaned by staff hired by the Student Housing Division, and any possessions left behind shall be viewed as waste and disposed of; the student(s) in question will not be refunded their deposit.
 - d. Students who fail to pay damages within the period notified by the Student Housing Division shall not be refunded their deposit. If the student is a current student whose eligibility for student housing is revoked during their enrollment or who is graduating or applying to suspend their studies, withdraw from their studies, or transfer to another

educational institution, the relevant damages shall be handled in accordance with the use agreement; based on the relevant circumstances, the student may be penalized in accordance with NTUNHS guidelines on rewarding and punishing student conduct.

3. Refunding deposits: Students moving out upon completion of their housing agreement in accordance with the prescribed procedures and deadline and who meet all the requirements shall be refunded their full deposit without interest; the amount shall be transferred to the student's personal bank account after approval.

In the event of deductions to the deposit, the deductions and remaining balance shall be confirmed with the student. If the remaining balance is correct, the amount shall be transferred to the student's personal bank account after approval.

- E. After the payment (and refund) of common expenses is completed, any remaining balance shall be signed by the Student Housing Division and listed as student dormitory income in the account ledgers.
- F. Room fees and common expenses may be amended or adjusted based on price factors and dormitory budgets.

In accordance with the *Guidelines on the Ministry of Education Subsidizing the Interests on Loans Taken Out By Colleges and Universities to Build Student Dormitories*, the Ministry of Education has agreed to subsidize the interest in full throughout the loan period. In accordance with NTUNHS self-redeeming debt borrowing and repayment plans, rental rates in Zone C shall increase by 5% in 2027, 3% in 2032, and 2% each in 2037, 2042, and 2047.

Article 7. These rules and their amendments shall be implemented after review and approval at the Office of Student Affairs and by the NTUNHS President.