**淡江大學淡水校園學生宿舍退費申請表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 系級  班別 |  | | 學號 |  | |
| 電話 |  | |
| 宿舍別 | □松濤館 □淡江國際學園(○男 ○女) | | | | | 室別  床號 |  | |
| **□本人已閱讀並同意《淡江大學學務處住輔組個人資料蒐集、處理及利用告知聲明》** | | | | | | | | |
| 退費原因 | □休、退、轉學 □交換生 □畢業生 □溢繳住宿相關費用 □其他 | | | | | | | |
| 核定  退費日期 | 年 月 日 | | | | | □已進住 □未進住 | | |
| 檢附單據 | ◎□住宿費繳費證明  ◎休、退、轉學退宿者，請檢附下列文件：  1.□休、退、轉學證明書影本、出國交換證明影本或畢業證書影本。  2.□已核貸之就學貸款撥款通知書影本。(本項非就貸生免附)  ◎其他因素退宿者，請檢附下列文件：  1.□退宿家長通知書(□已交輔導員存參)。  2.□其它證明文件： 。 | | | | | 核算退費 | | |
| 住宿費 | |  |
| 管理費 | |  |
| 代收網路暨  電話使用費 | |  |
| 宿舍保證金 | |  |
| 行政院住宿費補貼校內住宿費應繳回  補貼款 | |  |
| 應退款金額確認簽名： 年 月 日 | | | | | 合計 | |  |
| 宿舍  輔導員 |  | 住輔組  組長 | | |  | 學 生  事務長 | |  |
| 退費須知 | 一、依「淡江大學淡水校園學生宿舍管理實施要點」規定，除因休學、退學、轉學、開除學籍、交換(留學)生、畢業或重大疾病得依下列流程辦理宿舍退費外，其餘退宿者不得辦理住宿費、代收網路暨電話使用費及宿舍保證金退費手續。  二、申請退宿者，須先將所有物品搬離宿舍，床位打掃乾淨後，於核定退宿日期當日退回寢室鑰匙。持本申請表及相關文件洽輔導員核算退費金額。  ●松濤館：至住輔組辦公室洽輔導員辦理，退還寢室鑰匙。  ●淡江國際學園：至淡江國際學園辦公室洽輔導員辦理，退還鑰匙、晶片卡，核算應退還款項及結清水電費用後依流程辦理。 | | | | | | | |

**依個資保護法規定，本表單蒐集、處理及利用的各項資料僅作為業務處理用，絕不轉做其他用途，並於資料處理完畢且保留一年後，逕行銷毀。**

**ASDX-Q03-001-FM020-04**

**Tamkang University Tamsui Campus Dormitory Refund Application Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Grade and Class |  | | Student ID Number |  |
| Mobile |  |
| Dormitory | □Sung-Tao Hall  □Tamkang international Hall  (□Male □Female) | | | | | Room and Bed Number |  |
| * **I have read and agreed to “Tamkang University Student Housing Guidance Group, Office of Student Affairs Personal Information Collection and Usage Statement”.** | | | | | | | |
| Reason | □Dropping or transferring □exchange □graduate  □Overpaid fees □Other\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Refund date | YYYY/MM/DD | | | | | □Moved in □Hasn’t move in | |
| Examination list | **◎**□**Dormitory fee receipt**  **◎Student who are resting, dropping or transferring, please give the document mentioned below:**  1. □A copy of proof of dropping or transferring, copy of overseas exchange certificate or a copy of the graduation certificate.  2. □A copy of the notice of the student loan has been given. (You don’t need one if you didn’t get a loan.)  **◎Leaving because of other reasons, please give the documents mentioned below:**  1. □ Consent (□Has given to the counselor)  2. □ Other documents: **( )** | | | | | **Refund** | |
| Dorm fee |  |
| Management fee |  |
| Internet and phone fee |  |
| Deposit fee |  |
| Paying back Subsidy |  |
| Signature: YYYY/MM/DD | | | | | **Total** |  |
| Dormitory Counselor |  | Section Chief | | |  | Dean of Student Affairs |  |
| Finance Section |  | | | | | | |
| Notice | 1.According to “Tamkang University Tamsui Campus Student Dormitory Management”, there will be no refund besides the students who are leaving because of resting, dropping, transferring, being expelled, exchange student or other serious disease.  2.Students who apply for a leaving, you must move away all your personal belongings first. Please return your keys after you have cleaned your bed. Bring this application form to the counselor to count the refund.  ●Sung-tao hall: Find the counselor at the office of the Student Housing Guidance Section and return the key.  ●Tamkang international hall: Find the counselor at the office of the Tamkang international hall to return the keys. Refund and other fees will be reviewed within the procedure. | | | | | | |

**According to personal information protection regulation, this form is only used for this procedure only. We will destroy the information given after a year from the use.**

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