

Notice for Leaving Sung-tao Hall at The End of Second Semester 2024~2025 Academic Year

- 1) The closing time is **Sunday, June 22nd, 2025 at 12:00 p.m.** The dormitory will be closed at that time. All resident students must leave the Hall on time.
- 2) All resident students must leave the Hall on time. You are not allowed to stay in the Dormitory. Those, who violate the rule will be punished with a 6-hours service. In accordance to [Notice for Leaving Sung-tao Hall at The End of Second Semester].
- 3) If resident students are unable to personally come to the school to handle their check-out from the dormitory, they can fill out a Letter of Authorization Form, So that the authorized person will come and handle the check-out procedures and the transportation of baggage.

4) **The check-out procedures deadline: 11:00 a.m. Sunday, 22nd June, 2025.**

- (a) Air Conditioning Remote and Room Keys needs to be returned within the timeframe indicated by the Table below: In the event of failure to return the items by the due date, the following actions will be taken. The amount of 1,600 NTD (to be evenly divided among all roommates) will be deducted from the "Dormitory Deposit" for the cost of the air conditioning remote control and a fee of 40 NTD per key (100 NTD per key for black-handled keys in double rooms in Building 2) will be deducted.
- (b) Air conditioning rechargeable card can still be used in the new academic year. For those who wish to return the card Please bring the card to the designated location for card return procedures. (The card balance will be displayed by the card reader and a signature confirmation will be required for the return procedure.)

Date	Check Out Deadline	Location
From now until Friday 20 th June, 2025.	09:00 a.m. until 05:00 p.m. (12:00p.m. to 01:00 p.m.: Not in service)	Office (Room No. Z2200)
Saturday 21 st June, 2025.	09:00 a.m. until 05:00 p.m.	Sung-tao123: The lobby of Sung-tao 2
Sunday 22 nd June, 2025.	08:30 a.m. until 11:00 a.m.	Sung-tao45: The lounge (1F) of Sung-tao 4.

5) Rules and precautions:

- (a) Public Spaces, Equipment, and Cleaning: **The dormitory should be cleaned before leaving. In Sung-tao Hall 4 and 5, apart from the dorms, the indoor public spaces also need to be emptied, (including toilets, showers, bathroom sinks, refrigerators, microwave ovens, and kitchen sinks, etc.)** Garbage sorting should be done, and it should be dealt with according to the specified time and place. Bring back all personal items. If there is garbage (including items) left or equipment is lost or damaged, the relevant expenses incurred for outsourcing cleaning or repair will be deducted from the 'Dormitory Deposit' of all residents in that room after the staff takes photos as evidence and processes it on their behalf.
- (b) To ensure that the dormitory equipment is complete, avoid loss, and maintain cleanliness in the dormitory. The last resident leaving the dormitory, needs to close the room door and lock the windows. After closing the dormitory, our team will conduct room inspections. The results of the inspection by our team will be considered final. If there is any loss or damage to the equipment, the related fees will be deducted from the dormitory deposit.

(c) Refrigerator and Clothes Drying Area: The laundry area is only open until 04:00 p.m. on Thursday, June 19th, 2025. Please retrieve your personal food items and clothing within the specified time. If not taken back, they will be treated as abandoned and disposed of accordingly.

(d) Dehumidifiers: Please return the dehumidifier to the warehouse of each building (Sung-tao Hall 1: Z1100, Sung-tao Hall 2: Z1222, Sung-tao Hall 3: The Information Counter of Sung-tao 2, Sung-tao Hall 4 and 5: Sung-tao Hall 5 service desk) before 04:00 p.m. on Thursday, June 19th, 2025.

6) Deposit baggage :

- (a) Only for resident student of 2025-2026 Academic who are allowed to deposit their baggage. If it is found that someone who does not resident student of 2025-2026 Academic has left their belongings, it will be treated as abandoned items and will be disposed of. Additionally, they will be subjected to a 6-hour service penalty.

(b) Deposit baggage Time: Monday, 16th June, 2025 until 11:00 a.m. Sunday 22nd June, 2025.

- (c) **Baggage Tag:** Please come to the Sung-tao Hall 2 service Counter or office during working hours starting from June 16th to sign and take your baggage tags, and confirm the designated baggage deposit area. Make sure to accurately fill out your personal information on the baggage tags.
- (d) Please pack your Baggage properly for storage (1 piece with dimensions of 80cmx70cmx30cm). Food, liquids, and fragile items are strictly prohibited. Each person is limited to storing a maximum of 4 items (including a mattress). The designated dormitory baggage deposit will be arranged for your convenience. **If you place your belongings in unauthorized areas, it will be considered as abandoned items and will result in a warning.** Please take your valuable items with you as we do not assume any responsibility for lost or damaged items stored.
- (e) To avoid disputes, it is not allowed to return to the dormitory to retrieve baggage after checking out.

7) Refund of Dormitory Deposit and Air Conditioning Card

After checking and verifying the dormitory key, equipment, and cleanliness, the refund amount of the deposit and the remaining balance of the air conditioning card will be calculated and settled. Resident students can check the latest updates on the Housing and Residential Life website after 12:00 p.m. on July 23rd, 2025 (Wednesday). If you have any objections, please make sure to contact the resident advisor of the dormitory before 3:00 p.m. on July 30th, 2025 (Wednesday). Any inquiries received after the deadline will not be accepted, and the settlement of the deposit and air conditioning card balance will be based on the official announcement of our inspection results.

We have scheduled to refund the dormitory deposit and air conditioning card balance via bank transfer without interest before the end of September. Once the remittance process is completed, we will announce the details on our department's website to inform all students. If you fail to complete the transaction through the **Tamkang Smart Payment Platform** within the given deadline, the refund will be postponed, and further instructions will be provided after the start of the new semester. If you have already completed the process on the **Tamkang Smart Payment Platform** and need to make changes or have any account-related issues, please contact the Cashier Section. (02-26215656 ext. 2259).

8) Entry and Exit Regulations:

- (a) Assistance from family and friends for baggage handling should be registered at the service desk of Sung-tao Hall 2, and a visitor pass should be obtained. **Family and friends can enter and exit the premises only when accompanied by the resident student.**
- (b) If family or friends need to enter the campus by car to assist, please follow the designated campus driving routes and park in designated parking spaces. It is strictly prohibited to park or stop vehicles in the vicinity of the entrance of Sung-tao Hall 2 or violate parking regulations, as this may disrupt the traffic flow and cause congestion.

Date	Assistance from family and friends entering the dorm	Vehicles onto the campus
Monday 16 th June, 2025 to Friday 20 th June, 2025.	09:00a.m. until 05:00p.m. (Only one female can help)	<u>Charging based on parking time.</u>
Saturday 21 st June, 2025.	09:00a.m. until 05:00p.m.	
Sunday 22 nd June, 2025.	08:30a.m. until 12:00p.m.	

- 9) If you have a need to mail a package, please proceed to the post office on our campus to handle the mailing process.

10) Opening guidelines and precautions :

- (a) Check in for the first semester of the 2025-2026 Academic: 9:00 a.m. Saturday, 6th September, 2025.
- (b) **Please retrieve your belongings from the baggage deposit area by 5:00 p.m. on Friday, 12th September, 2025.** Any items left beyond the specified deadline will be considered abandoned and will be disposed. In addition, a penalty of 6 hours of dormitory service will be imposed.
- (c) The opening information will be announced separately in the latest news from the Student Housing Guidance Section website in August.