

Notice for Leaving Sung-Tao Hall at the End of First Semester 2025~2026

1. **The closing time:** Sunday, January 18th, 2026, at 12 p.m., the dormitory gate will be locked at that time. All students must leave the building on time. You are not allowed to stay in the Hall. Those who violated the rule and this notice will be punished with a 6-hour service. **Students who apply for dormitory of one academic year, you do not need to empty your room during the winter vacation.**

2. Matters needing attention:

- (1) Don't leave your valuable properties in your room (ex. passport or ID card) before leaving, you are not allowed to go back to pick up any items.
- (2) Please place your personal property on your (bed, bookcase, wardrobe and drawer). It is to prevent from damaging or staining your personal belongings. In addition, please keep the floor empty and the desktop to avoid damage or moisture during construction.
- (3) The last student to leave the room must remember to turn off the power, close the windows and lock the door. If you do not cooperate and cause the facilities to get lost or damaged, we are not responsible for stolen or damaged properties.
- (4) Before leaving the dormitory, students should keep their rooms clean, dispose of garbage properly according to the designated time and place.

3. Returning facilities:

- (1) **Air conditioner remote control:** Please keep them till the second semester. We will announce the date to return it.
- (2) **Dehumidifiers:** Please return the dehumidifiers to the designated return location in each Hall before January 14th, 2026. (Except the first floor of the 1st and 3rd hall)

4. Public area:

Refrigerators and clothes drying yard of the 1st, 2nd, 3rd hall must be cleaned before 12 p.m. on January 14th, 2026. Please take away your belongings or it will be seen as trash.

5. Notice for students of Sung-Tao 4,5th hall:

- (1) Please place the air conditioner remote control in the remote control holder.
- (2) Dehumidifier: If you have borrowed a dehumidifier from your dormitory group, please return it to the administration area on the first floor of Sung-tao 5th hall by January 14th, 2026 (Wednesday).
- (3) Please do not store fruits, vegetables, or other perishable foods, or foods nearing their expiration date, in the indoor refrigerator.
- (4) Please keep the public areas and dormitory spaces clean and free of litter. If litter is left behind, it will be photographed as evidence, and depending on the circumstances, penalties will be imposed on the entire household, the entire dormitory, or the individual dormitory.

6. Regulations for non-residential students who want to enter dormitory:

Date	Non-resident student	Entrance and Exit	Moving time
January 5 to 16, 2026	Relatives/Friends two persons (Female friend /relative 9~21:00; male friend /relative 9~17:00) Registration required	The lobby on the 2 nd floor of Sung-tao 2 nd Hall, the main entrance of 4 th Hall and 5 th Hall.	9 a.m. to 9 p.m. (No service from 12:00 to 13:00)

January 17, 2026	Relatives/Friends (two persons)		9 a.m. to 9 p.m. (No service from 12:00 to 13:00)
January 18, 2026			8 a.m. to 12 p.m.

If friends or family members drive into campus to assist, please register at the information desk of Sung-Tao 2nd or 5th or office(Z2200) before leaving on the day (January 17th,18th, 2026: register at information desk of Sung-Tao 2nd hall only). After receiving your student number E-mail, please show your student ID CARD and the contents of the E-mail to the gate security personnel for check, and you will be exempt from parking fees.

7. For students who don't stay dorm of the second semester:

- (1) For those who apply for move out due to suspension, withdrawal, transfer to other school or other reasons (No refund of deposit), please fill out the parental consent form for check out before 5p.m. on **December 31st, 2025**. Students must tell your counselor, otherwise they will still have to pay the dorm fee for the next semester.
- (2) The personal area must be cleared, and don't leave garbage in the room. All personal belongings must be moved out of the dormitory before the close day. Before leaving the hall, the dormitory staff must check the room and return the key.

8. Check-in time of the second semester: 9 a.m. on **February 21st, 2026**. (It will be announced on website of the student housing guidance section)

Student Housing Guidance Section 2025.12