

CYCU ____ School Year Application Form for Dormitory Check-out
 _____(MM/DD/YYYY)

Class / Department		Name	
Student ID		Mobile No.	Dormitory
Mailing Address			
Cause			

※Notes :

- I. Once the dormitory withdrawal application is approved, the process will be carried out accordingly, and no refunds will be issued. Students are not allowed to reapply for dormitory accommodation during their remaining academic period.
- II. First-year undergraduate students are entitled to a one-month dormitory adaptation period (starting from the first day of classes as per the academic calendar) according to the dormitory management regulations. Students who experience difficulty adapting may apply for withdrawal and will be refunded two-thirds of the dormitory and air-conditioning fees (the deposit will not be refunded). However, no refunds will be issued for withdrawals processed after the adaptation period.
- III. Failure to return keys, pass the cleanliness inspection, or report damages to facilities upon moving out will be considered an incomplete withdrawal process.
- IV. Submission of the application form will be deemed as acknowledgment by the parents.

Student (signature) : _____

Reviewed and Completed by the Dormitory Supervisor

※ Status

- I. Freshman Non-freshman
- II. Adaptation period for freshman In the mid of semester

<input type="checkbox"/> Not yet moved into the dormitory	<input type="checkbox"/> Already moved in to the dormitory	<input type="checkbox"/> Already moved out of the dormitory
<input type="checkbox"/> Not yet received the key	<input type="checkbox"/> Already received the key	<input type="checkbox"/> Already surrendered the key
<input type="checkbox"/> Full fund	<input type="checkbox"/> Refund as required	<input type="checkbox"/> No refund

Notes :

- Did not return the key
- Did not pass the clearness inspection
- Report damage to facilities and compensate based on the actual repair costs.
- Others

Dormitory Supervisor	Deputy Chief of Student Housing Service Division	Chief of Student Housing Service Division