

National Dong Hwa University Student Dormitory Penalty Standards

Last updated by the academic committee in the first semester of academic year 105 (106/11/09)

In Accordance to: Dormitory Management Rules, Article 8

Section/Set		Violation	Fine	Explanation	Remarks
Section 1 (Individual Use)	1	Damaging, losing, or handing over the wrong key	100	Penalty shall be given unless it is returned within the specified time limit	Late returns shall not be accepted. Those living in Dormitory 3 shall be fined NTD300, since the keys from this dormitory are special and more complex.
	2	Damaging, losing, or not handing in the access control card	300	Penalty shall be given unless it is returned within the specified time limit	Late returns shall not be accepted.
	3	Borrow a key or access card more than three times	50	The corresponding amount shall be fined every time.	Starting from the fourth time onwards, it shall be calculated in a cumulative manner.
	4	The Public Property confirmation slip was not filled and returned	100	The corresponding amount shall be fined every time.	If any property is damaged, and the person did not return the confirmation sheet, they shall be charged with the repair fees for the respective items.
	5	Damaged or lost the movable panels of wardrobes, bookcases, shoe cabinets and lockers	300	Shall be fined separately for each item If the price changes, the fee shall be adjusted accordingly	Calculated in a cumulative manner.
Section II (Room Tenant Use)	1	Damaging, losing or not returning the air conditioner remote control	800	If the price changes, the fee shall be adjusted accordingly	The fee is listed as the total amount, which must be divided equally by the people living in the corresponding room.
	3	The main power switch was not fully turned off	50	The corresponding amount shall be fined every time.	All the tenants in the room shall be fined individually.
	4	The dormitory information packet is incomplete or missing	50	The corresponding amount shall be fined every time.	All the tenants in the room shall be fined individually.
	5	Window curtains are missing	1,200	If the price changes, the fee shall be adjusted accordingly	The fee is listed as the total amount, which must be divided equally by the people living in the corresponding room.

Section III (Cleaning of Outdoor public areas)	1	Personal items and/or trash were left in the common area or its neighboring areas (such as the corridor)	300	Applicable to JieYun (Dormitory I)	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole floor shall be fined.
	2	Personal items and/or trash left in the bathroom or balcony. This also includes the cleanliness of screen and glass doors. Nothing should be pasted on them.	300	Applicable to JieYun (Dormitory I)	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole floor shall be fined.
	3	Walls, floors and ledges of public bathrooms/toilets are dirty, and/or personal items or trash were left behind	300	Applicable to JieYun (Dormitory I)	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole floor shall be fined.
	4	Personal items and/or trash was left in a disorderly manner in the public toilets or garbage bins	300	Applicable to JieYun (Dormitory I)	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole floor shall be fined.
	5	Mirrors, washstands and the sink in the public bathroom were left dirty, or have personal items/trash	300	Applicable to JieYun (Dormitory I)	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole floor shall be fined.
	6	Objects were left pasted or hanging from the screen door or the main door.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
	7	Personal items and/or trash were left above, inside, or in the neighboring areas of the shoe cabinet.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
Section IV (Cleaning of in-room public areas)	1	Personal items and/or trash were left on the floor or the bed stairs.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.

	2	Walls, floors and ledges of the bathroom are dirty and/or have a foul smell.	300	All the tenants in the room shall be fined individually.	All the tenants in the room shall be fined individually.
	3	The toilet/trash cans in the room are dirty and/or have a foul smell.	300	All the tenants in the room shall be fined individually.	All the tenants in the room shall be fined individually.
	4	The bathroom mirrors, washstands, and/or sink are dirty and/or have a foul smell.	300	All the tenants in the room shall be fined individually.	All the tenants in the room shall be fined individually.
	5	Personal items and/or trash were left behind in the bathroom or neighboring areas.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
	6	The toilet and garbage bin in the room were used for leaving behind personal items and/or trash.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
	7	The bathroom mirrors, washstands, and/or sink were used for leaving behind personal items/trash	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
	8	The room's balcony is dirty, or personal items/trash were left behind.	300	All the tenants in the room shall be fined individually.	If the item in question is someone's personal item, the person shall be detained and fined accordingly. Otherwise, the whole room shall be fined.
	9	The bedroom's windows and doors were not locked properly, or the curtains were not opened and fastened.	50	All the tenants in the room shall be fined individually.	All the tenants in the room shall be fined individually.
Section V (Cleaning of personal areas in dorm	1	Personal items and/or trash were found on the bed, desk, bookcase and/or stairs.	300	Each person shall be fined individually	The stairs penalty applies only to JieYun (Dormitory I) and XingYun (Dormitory V)

rooms)	2	Personal items and/or trash was found in the wardrobes, lockers and/or shoe cabinets.	300	Each person shall be fined individually	The shoe cabinets penalty applies only to XingYun (Dormitory V)
Section VI (Implementation Essentials)	1	The accommodation deposit is valid for one school year. At the end of each semester, the status of the room is checked on site, the electricity consumption is recorded, and any remarks shall be noted.			
	2	At the end of each semester, all the individual and public areas shall be inspected, and the electricity usage shall be recorded. At the end of the school year, all fees violations shall be added up and posted at the beginning of the next school year. Any penalties or fees shall be deducted from the security deposit. If the security deposit is insufficient, the difference must be paid. (If a person only lives in the dormitory for one semester, the total amount of fees to be paid shall be announced at the beginning of the next semester. The deposit will be refunded, and the difference must be paid off.)			
	3	The date of inspection will be announced in advance, and those who fail to adhere to the rules shall be fined accordingly. Pictures will be taken as evidence. If a person corrects their mistake after it has been recorded, the penalty shall still be given.			
	4	If the accumulation of fines exceeds the security deposit, items are found to be severely damaged, unrepairable, or the room is too messy, then the person shall be responsible for paying the difference.			
	5	Individuals are responsible for all public property in the dormitories. At the beginning of the semester, a property confirmation sheet shall be given and used to confirm that everything is in order upon moving into the room. Any punishment shall not be waived on the basis of being uninformed. If malicious damage to public property is severe, a separate case shall be appointed. Do not try to find out what happens by yourself.			
	6	In addition to the parts where each individual is responsible for the violation standards: If it can be proven that someone else/no one is at fault, the respective fees shall be waived, or the person (or persons) responsible shall be charged instead. If the violators are not from the corresponding room, they will be required to sign for a compensation payment. However; those who cannot prove or verify their fault, shall be fined accordingly.			
	7	If an individual violates Articles 3 to 5 from the above deduction criteria, and the accumulated amount is more than NTD800, they shall be subjected to four hours of community service in the dormitory area, which must be completed within the specified time limit.			
	8	If an individual drops out of living in the dormitories halfway (not after the end of the school year's second semester), such as by suspension, expulsion or graduation, their security deposit shall be returned after applying with the Student Living Services Division. If the individual drops out of the dormitory and is not part of the above stated reasons, their security deposit shall not be returned.			