

# **Enforcement Rules of the National Chengchi University International House: Students' Area**

**Approved by the Office of International Cooperation Committee, July 21, 2020**

1. Appended to the National Chengchi University International House Regulations, the Enforcement Rules of the National Chengchi University International House: Students' Area are established to foster management efficiency, and guarantee the safety and quality of the I-House Students' Area.
2. The Office of International Cooperation supervises the management of the I-House Students' Area from the second to the fifth floors (hereinafter referred to as "the Area"). Daily management, including room assignments, is handled by an authorized private contractor. In addition, an I-House advisor is available to assist I-House residents in adjusting to life in Taiwan and/or to offer other counseling.
3. In order to maintain a quality living environment, anyone with a communicable disease (as defined by law) or chronic psychiatric disorder that requires quarantine or special treatment is not allowed to apply for housing. If such an individual has a special need for housing, a written request to the President of NCCU is required, including a diagnosis statement from a public hospital. Upon receiving approval from the President, such an individual may apply for I-House.
4. Eligibility criteria:
  - (1) Priority will be given in the following order: (a) exchange students; (b) visiting students; (c) degree students; (d) short-term NCCU students (including Chinese Language Center students); and (e) other guests approved by the President or other authorities.
  - (2) I-House reserves 12 beds for visiting students. After the allocation process for these has completed, unfilled rooms will be made available to other applicants.
  - (3) In order to facilitate interaction and exchange between domestic students and international students, 10 beds in I-House will be reserved for domestic students. After the allocation process for these has completed, unfilled rooms will be made available to other applicants.
  - (4) A random draw of applications is used to fill available places.
5. Fees and payment schedules:
  - (1) Housing fees: The housing fees must be paid upon check-in. The fees for degree and exchange students are calculated by semester at the following rates: single room: NT\$58,500 per semester; double room: NT\$38,250 per person per semester. The fees for visiting students, short-term NCCU students, and other guests, are calculated monthly at the following rates: single room: NT\$13,000 per month; double room: NT\$8,500 per person per month.
  - (2) Deposit: The deposit is equivalent to one month's rent. It must be paid within 10 days of the formal posting of the approved residence list on the OIC website. The deposit may also be deducted from resident's rent upon check-in at I-House.
  - (3) Security deposit: The security deposit is equivalent to one month's rent. It is to be paid upon check-in. Refund of the security deposit upon check-out will follow the provisions in Article 6, Section (1), Item (3).
  - (4) Telephone and excess electricity charges: These charges are calculated each month, based on actual telephone and electricity use. Phone calls within Taipei Metro Area are charged NT\$3/minute. The electricity quota per room per day is 1 kilowatt hour; amounts exceeding the quota will be charged at the rate of NT\$2.5/kilowatt hour. These charges are to be paid with the following month's rent or upon check-out.

For degree and exchange students, the above mentioned semesters refer roughly to the period of September to January of the following year for the Fall semester, and February

to June for the Spring semester. The exact housing period is subject to OIC announcement for each semester.

Note: Methods of payment and applicable housing fees are adjustable for groups and for those staying in I-House during summer and winter vacations.

6. Refunds and other charges:

(1) Refund of housing fees:

- (a) I-House degree and exchange students' refund and payment guidelines are as follows:

Refund application deadline	Refundable amount
From check-in date to 10 days after the official start of classes	Two-thirds ( $\frac{2}{3}$ ) of the total housing fees
Ten days after the semester begins up to the first $\frac{1}{3}$ of the semester	Half ( $\frac{1}{2}$ ) of the total housing fees
After $\frac{1}{3}$ completion of the semester	No refund

a. Fees and payment schedule for late move-in:

I-House move-in time	Payment amount
Within ten days after the official start of school	Full housing fees of the semester
Ten days after the semester begins up to the first $\frac{1}{3}$ of the semester	Three-fourths ( $\frac{3}{4}$ ) of the housing fees of the semester
From the first $\frac{1}{3}$ of the semester to $\frac{2}{3}$ of the semester	Half ( $\frac{1}{2}$ ) of the housing fees of the semester
After $\frac{2}{3}$ of the semester	One-third ( $\frac{1}{3}$ ) of the housing fees of the semester

- b. Visiting students, short-term NCCU students, and other guests: A resident staying less than one month is not eligible for a refund. Starting the second month, a resident is eligible for an early check-out refund of two-thirds of the monthly rate if staying for 10 days or less; one-third of the monthly rate for 11 to 20 days; and no refund for 20 days or more of that month.
  - (2) Three days after the scheduled check-in date, reservations of students who have not checked in will be cancelled, and the deposit will not be refunded.
  - (3) Refund of security deposit:
    - (a) All accounts need to be cleared before the security deposit is refunded.
    - (b) The costs of each damaged or missing item will be deducted from the security deposit.
    - (c) The security deposit will be deducted from any damages and charges found, based on Article 7 and Article 8, the remaining amount will be refunded interest-free upon check-out.
  - (4) Telephone and excess electricity charges:
    - (a) Continuing residents: Payment is due along with the following month's housing fees.
    - (b) For those checking out: The last payment is due upon check-out.
7. Check-out procedures for I-House residents:
  - (1) Fill out a check-out application form, ask for a room inspection to confirm the original room conditions, clear all accounts, and return the key card.
  - (2) Any acts of damages and vandalism caused by the residents are subject to a fine. After the fine is clear, the residents may check out from I-House.
8. Residents will be forced to leave I-House due to failure to pay housing fees three days after the due date, or due to a serious breach of the following regulations:
  - (1) A resident who commits any of the following acts will be asked to leave I-House immediately and will not be eligible to apply for I-House again.
    - (a) Burglary or theft;
    - (b) Possession of dangerous articles;
    - (c) Sexual harassment or obscene behavior.
    - (d) Consumption of illegal substances;
    - (e) Failure to participate in a fire drill within two months after a semester starts (applicable to students who reside in I-House on a semester basis);
    - (f) Other disruptive and/or dangerous behavior that violates the law, jeopardizes the reputation of the school, engages in any commercial activities without permission, or threatens the safety or health of others or themselves.
  - (2) A resident who exhibits any of the following conducts will be asked to leave I-House, and will not be eligible to apply for I-House for one year starting from the actual check-out date. For a first offense, a warning will be given, at the discretion of I-House and OIC staff.
    - (a) Smoking, making excessive noise, alcohol consuming, entering another's room without permission, keeping pets, or cooking in rooms.
    - (b) Having non-resident guests overnight or overstay between 10:50 p.m. and 7:00 a.m.
    - (c) Throwing a party, or using cooking equipment that is not provided by I-House in public areas, without approval.
    - (d) Other conducts affecting housing and/or management quality.
9. I-House visiting hours:
  - (1) Visiting time: From 7:00 a.m. to 10:50 p.m.

(2) Visiting notifications:

- (a) After the front desk staff notifies the resident of a visitor's arrival, the visitor will sign in at the front desk before being admitted.
- (b) Visitors should complete the sign-up procedure before they are allowed entrance to I-House.

Any acts, including making excessive noise, smoking, drinking alcohol, engaging in disruptive behaviors, conducting any commercial promotion, loitering, and staying overnight, are strictly prohibited. A member of I-House staff has the right to ask the visitors to leave if necessary.

10. These enforcement rules and any amendments thereof shall be promulgated by the NCCU President after being approved by the Office of International Cooperation Committee.