

# Enforcement Rules of the National Chengchi University

## International House: Students' Area

Approved by the Office of International Cooperation Committee, May 15, 2024

- Article 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.
- Article 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.
- Article 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.
- Article 4 Eligibility criteria:
1. Priority will be given in the following order:
    - (1) University-level exchange students;
    - (2) College-level, department-level exchange students;
    - (3) Chinese Language Center students;
    - (4) Visiting students;
    - (5) Degree students;
    - (6) Other guests approved by the President or other authorities.
  2. 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.
  3. Applications for rooms will be selected by a lottery system.
- Article 5 Fees and payment schedules:
1. Housing fees: 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. Deposits must be paid within 7 days of the formal posting of the approved residence list on the OIC website. The deposit will be

deducted from the total housing fee upon check-in at I-House. The deposit is not refundable.

3. 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.

For degree and exchange students, fall semester refers roughly to the period of September to January of the following year, 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.

#### Article 6 Refunds and other charges:

##### 1. Refund of housing fees:

- (1) Refunds for degree and exchange students are determined by their date of check-out:
  - a. Students who apply for check-out before the 10th day after the official start of classes, will receive a refund equal to two-thirds (2/3) of the total housing fees.
  - b. Students who apply for check out after the 10th day of classes and before 1/3 of the semester is completed will receive a refund equal to half (1/2) of the total housing fees.
  - c. Students who apply for check out after 1/3 of the semester is completed will receive no refund.
- (2) Fees and payment deadlines for students who move in after the beginning of the semester are as follows:
  - a. Students who check in before the 10th day after the official start of classes shall pay full housing fees for the semester.
  - b. Students who check in after the 10th day of classes and before 1/3 of the semester is completed shall pay three-fourths (3/4) of the housing fees for the semester.
  - c. Students who check in after the first 1/3 of the semester is completed and before 2/3 of the semester is completed shall pay half (1/2) of the housing fees for the semester.
  - d. Students who check in after 2/3 of the semester is completed shall pay one-third (1/3) of the housing fees of the semester.
- (3) 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 (2/3) of the monthly rate if staying for 10 days or less; one-third (1/3) of the monthly rate for 11 to 20 days; and no refund for 20 days or more of that month.

##### 2. Telephone and excess electricity charges:

- (1) Continuing residents: Payment is due along with the following month's housing fees.
- (2) For those checking out: The last payment is due upon check-out.

#### Article 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.

For those who check out in advance, their accommodation fee shall be refunded in accordance with the provisions of Article 6. Electricity and telephone fees shall be charged until the resident returns their key and checks out.

Article 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.
  - (1) Burglary or theft;
  - (2) Possession of dangerous articles;
  - (3) Sexual harassment or obscene behavior.
  - (4) Consumption of illegal substances;
  - (5) 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);
  - (6) 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.
  - (1) Smoking, making excessive noise, consuming alcohol, entering another's room without permission, keeping pets, or cooking in rooms.
  - (2) Having non-resident guests overnight or overstay between 10:50 p.m. and 7:00 a.m.
  - (3) Throwing a party, or using cooking equipment that is not provided by I-House in public areas, without approval.
  - (4) Other conducts affecting housing and/or management quality.

Article 9 I-House Students' Area visiting regulations:

1. Residents are responsible for the behavior of their visitors during their stay in I-House. If visitors violate these regulations, their actions will be recorded of as students conduct violation for the resident student.
2. Visiting hours are from 7:00 a.m. to 10:50 p.m. Visitors are not allowed to enter the Area during non-visiting hours.
3. Visiting notice:
  - (1) Visitors must complete the sign-up procedure.
  - (2) If visitors want to enter a resident's bedroom, the resident must receive the guest at the front desk and accompany them to their room. Visitors are not allowed to enter by themselves.

- (3) If a resident with a roommate wants to have visitors in the room, they must obtain the oral or written consent of their roommate in advance.
- (4) Any acts, including making excessive noise, smoking, consuming alcohol, engaging in disruptive behaviors, soliciting, loitering, and staying overnight, are strictly prohibited. A member of I-House staff has the right to ask the visitors to leave if necessary.
- (5) Any matters not covered by this procedure will be handled in accordance with the Handbook.

Article 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.