National Chengchi University International House Regulations
Approved by the 626th Administrative Council, May 5, 2010
Approved by the 639th Administrative Council, May 2, 2012
Approved by the 643rd Administrative Council, December 5, 2012

1. National Chengchi University (hereinafter referred to as “NCCU”) establishes the following regulations in order to provide quality housing for international visiting scholars and students.

2. The University’s International House (hereinafter referred to as “I-House”) is divided into Scholars’ Area and Students’ Area respectively.

3. I-House is supervised by Office of General Affairs and Office of International Cooperation, managed by an authorized private contractor.

4. Scholars’ Area provides short-term housing up to one month. Floors and eligibility criteria are as follows:
   (1) Floors and Rooms: a total of nineteen rooms, fourteen twins and five family suites, are located on the sixth and seventh floor.
   (2) Eligibility:
      A. Chair professors, visiting scholars, exchange professors, and researchers of equal status.
      B. Invitees of NCCU or affiliated middle school.
      C. NCCU faculty and staff.
      D. Visitors: Relatives of NCCU faculty or students, alumni, prospective students and their families (students’ family members must present a valid student ID, alumni must present an alumni ID or be approved by the Secretariat or other NCCU units, prospective students and their family must present admission card for entrance examination ).
      E. Other guests approved by the President or other authorized party.
   (3) Application Procedures
      A. Applicant(s) is(are) required to submit a written application seven days in advance to General Affairs Office. Check-in will be allowed only after application(s) is(are) approved. Urgent requests with appropriate approval are exempt from this.
      B. Scholar’s Area may be temporarily closed for large scale events.
   (4) Period of stay: Limited to one month from initial check-in; this limitation may be suspended with prior approval.
   (5) Postponement or cancellation: Applicant(s) wishing to postpone or cancel the
reservation must submit or fax a written application seven days prior to the scheduled check-in date. Room reservation may be held eligible for a maximum of ten days free of charge; upon which a daily charge based on the normal rate will take effect starting on the eleventh day.

5. Students’ Area provides lodging for one to six months. Floors and eligibility criteria are as follows:

(1) Floors and Rooms: A total of one hundred rooms, sixty six singles, thirty doubles, two single and two double handicapped rooms are located from the second floor to the fifth floor. A certain number of rooms are reserved for short-term visiting students.

(2) Eligibility criteria and applying priority:
   A. Exchange students: Exchange students from NCCU partner universities for less than six months’ stay.
   B. Visiting students: Short-term visiting students affiliated to NCCU units.
   C. Degree students: Students seeking to earn a degree at NCCU.
   D. Short-term NCCU students (including Chinese Language Center students).
   E. Other guests approved by the President or other authorized party.

(3) Application procedures: To be announced by Office of International Cooperation each semester.

6. Fee standards are as follows:

(1) Scholars’ Area daily rates (includes breakfast and housekeeping): double rooms NT$2,500; family suites NT$4,500.

(2) Students’ Area:
   A. Degree & Exchange students: Single suite NT$58,500 per semester; double suite NT$38,250 per person per semester;
   B. Visiting and Short term NCCU students (including Chinese Language Center Students): Single suite NT$13,000 per month, Double suite NT$8,500 per person per month.

Note: Rates are subject to change per I-House Management Authority.

7. Payment methods are as follows:

(1) Scholars’ Area: Total fees paid prior to checking in. Students’ Area: Per I-House Regulation Addendums. Major credit cards are acceptable.

(2) Long distance, international, and mobile phone fees must be paid separately upon which rates are determined by Chunghwa Telecom and NCCU.

(3) Students must pay a security deposit equivalent to one month’s fee prior to check-in; the security deposit will be returned upon check-out should no other
charges or damages found.
(4) Residents in Students’ Area are given a free monthly electricity quota. Exceeding the quota, residents will be charged monthly with normal rate. Electricity quota and fee standards are subject to change.

8. Keys should be returned upon check-out with all accounts cleared. Compensation must be made for damaged or lost items. Room inspection is required before check-out. For early check-out, refer to Articles Five and Six of this regulation. Electricity and telephone fees are calculated based on date of check-out.

9. Residents fail to follow the regulations below will be terminated their stay at I-House:
   (1) Smoking, drunkenness, illegal drugs, and pets are not allowed. Residents must ensure electrical safety and preserve a quiet and clean environment.
   (2) Damage and/or loss of property must be compensated by residents or their sponsoring unit.
   (3) No overnight guests.
   (4) Residents must not disturb the residential environment or other residents.
   (5) Others

10. Other matters will be covered by relevant laws and the University regulations.

11. The establishment and amendments of these regulations take effect when approved by the Administrative Council.