National Chengchi University International House Students’
Area Regulation Addendums

Approved by the Office of International Cooperation Committee, November 1, 2013

1. Based on National Chengchi University International House Regulations, this addendum is established to foster management efficiency, and guarantee the safety and quality of I-House Students’ Area.

2. Office of International Cooperation supervises the management of I-House Students’ Area from second to fifth floors. (hereinafter referred to as “the Area”). Daily management including room assignment is handled by an authorized private contractor. In addition, an I-House advisor would be available to assist accommodating students to the adjustment of life in Taiwan and/or other counseling.

3. In order to maintain a quality environment, anyone with a communicable disease (as defined by law) or chronic psychiatric disorder that requires quarantine or special treatment are not allowed to apply for accommodation. If such individuals have a special need for accommodation, a written request to the President of NCCU is required with a diagnosis statement from a public hospital. Once approved, accommodation is allowed.

4. Eligibility criteria and applying priority:
   (1) Priority will be given in the following order: 1. Exchange students; 2. Visiting students; 3. Degree students; 4. Short term NCCU students (including Chinese Language Center students); 5. Other guests approved by the President or other authorized parties.
   (2) I-House reserves 12 beds for visiting students. After the allocation process has been completed any spare rooms will be made available to other applicants.
   (3) In order to facilitate interaction and exchange between domestic students and international students, 10 beds will be reserved for use by domestic students at I-House. After the allocation process has been completed any spare rooms will be made available to other applicants.
   (4) A random draw of applications is used to settle any insufficient accommodation.

5. Fees and payment schedules:
   (1) Accommodation fee: must be paid upon check-in. Accommodation fees for degree and exchange students are calculated by semester. Single suite NT$58,500 per semester; double suite NT$38,250 per person per semester. Accommodation fees for visiting and short term NCCU students are calculated monthly. Single suite NT$13,000 per month, double suite NT$8,500 per person per month.

For degree and exchange students, the above mentioned semesters refer to the period of September to January the following year for Fall semester, and February to June for Spring semester. The exact accommodation period is subject to the OIC announcement.
(2) Deposit: equivalent to one month’s accommodation fees. The deposit 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 accommodation fee upon check-in at I-House.

(3) Security deposit: equivalent to one month’s accommodation fee. Paid upon check-in, returned upon check-out should no extra charge or damages found.

(4) Telephone and excess electricity charges: calculated each month, based on actual telephone and electricity use. Phone calls within Taipei are charged 3NT$/minute; electricity quota per room per day is 1 kilowatt hour, exceeding electricity use is charged 2.5NT$/kilowatt hour. These charges, as mentioned previously, are to be paid with accommodation fee the following month or upon check-out.

In order to increase efficiency and standardize the procedure, security deposit is exempted for applicants who pay with a credit card.

Method of payment and applicable accommodation rates are adjustable for groups and those taking residence in I-House during summer and winter vacations.

6. Refunds and other charges:

   (1) Refund of accommodation fee:

   a. I-House degree and exchange students’ refund and payment guidelines are as follows:

<table>
<thead>
<tr>
<th>Refund application deadline</th>
<th>Refund Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>From check-in date to 10 days after the official start of classes</td>
<td>Will be refunded two thirds (2/3) of the total accommodation fee</td>
</tr>
<tr>
<td>Ten days after the semester begins up to the day marking 1/3 completion of the semester</td>
<td>Will be refunded half (1/2) of the total accommodation fee</td>
</tr>
<tr>
<td>Past 1/3 completion of the semester</td>
<td>Will not be eligible for a refund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-House assignment time</th>
<th>Payment policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within ten days after the official start of school</td>
<td>Pay full accommodation fee for one semester</td>
</tr>
<tr>
<td>Ten days after the semester begins up to the day marking 1/3 completion of the semester</td>
<td>Pay three fourths (3/4) of the accommodation fee for one semester</td>
</tr>
<tr>
<td>From the day marking 1/3 completion of the semester to 2/3 completion of the semester</td>
<td>Pay half (1/2) of the accommodation fee for one semester</td>
</tr>
<tr>
<td>Past 2/3 completion of the semester</td>
<td>Pay one third (1/3) of the accommodation fee for one semester</td>
</tr>
</tbody>
</table>
b. Visiting and short term NCCU students: residents staying less than one month are not eligible for refunds. Starting the second month, residents are eligible for an early check-out refund of two thirds of the monthly rate if staying for 10 days or fewer; one third of the monthly rate for 11 to 20 days; and no refund for 20 days or more of that month.

(2) No refund of deposit for cancellation and reservation will be cancelled three days after the scheduled check-in date.

(3) Refund of security deposit:
   (a) All accounts need to be cleared before security deposit is refunded.
   (b) Damaged or lost items will be charged separately.

(4) Telephone and excess electricity charges:
   (a) Continuing Residents: Payment is due along with the following month’s accommodation fee.
   (b) Discontinuing residents: Payment is due upon check-out.

7. Check-out procedure:
   Fill out a check-out application, ask for room inspection, clear all accounts, and return key card. Damaged or lost items will be charged at the defined rate.

   Early check-out refund, refer to Article 6. Electricity and telephone charges are calculated until the check-out date.

8. Residents will be expelled due to failure to pay accommodation fee three days after due date, or serious breach of following regulations:

   (1) Residents committing the following conducts will be asked to vacate from I-House immediately and will not be eligible to apply for I-House accommodation.
      (a) Burglary or theft:
      (b) Possession of weapons:
      (c) Sexual misconduct including, but not limited to, non-consensual contact, obscene behaviors, exposure or stalking.
      (d) Consumption of illegal substances
      (e) Other disruptive and dangerous conducts, including, but not limited to, behaviors that jeopardize or threaten the safety or health of others or themselves.

   (2) Residents committing the following conducts three times will be asked to vacate from I-House, and will not be eligible to apply for I-House accommodation for one year starting from the actual check-out date.
      (a) Smoking, making excessive noise, alcohol consumption, entering other’s room without permission, keeping pets, or cooking in rooms.
      (b) Keeping guests overnight from 22:50 to 07:00 next day.
      (c) Throwing a party, or cooking using cooking utensils that are not provided in open areas, without application.
(d) Other conducts affecting accommodation and/or management quality.

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