

School Leaving Procedure for Exchange Students at NCCU

* Students who live **on-campus** need to hand in **TWO** forms.

Step 1. Print out the “**Departure Procedure Form**” and the “**Form for Deposit Refund**”.

Step 2. Ask the Dorm Service Center staff for room inspection during their office hours (08:00-21:00).

The Dorm Service Center for ZihCiang dorm cluster is located inside Dorm 10.

The **Dorm Service Center** staff will stamp the “**Form for Deposit Refund**” and the second column of the “**Departure Procedure Form**” if your room is clean and no damage is found.

Step 3. Go to the **Library** to have the first column of the “**Departure Procedure Form**” stamped.

Step 4. Go to the **OIC office** to hand in **both forms** to your coordinator during office hours (09:00-12:00 or 13:30-17:00).

** The procedure for the room inspection will take a while, please plan your check-out accordingly.

*** Around a week after you complete the procedure, **your student ID card will no longer be able to access the dorms or the library.**

**** If you are planning to check out outside of the office hours (e.g., earlier than 09:00, later than 17:00, and during weekends or national holidays), you may complete the procedure **on the last working day prior to your actual move-out date.**

This means you must first return your room to how it was when you first check-in, including removing the mattress and bed sheet. After the dorm staff finished the room inspection, you may set up your room again for the remainder of your stay. Please clean the room again before you actually move-out.