

Dorm Rules for NTHU

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Newly revised in Dec. 2007

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Article 1 This Dorm Rules is to define the dormitory rights, fees and regulations for student housing, and also follow related national laws and school regulations in case of any violation.

Article 2 Priority qualification for student housing in National Tsing Hua University is subject to the order of precedence as follows:

- A. Students eligible for priority housing qualification
 - a. Foreign freshmen and undergraduate freshmen are eligible for priority housing qualification.
 - b. Other priority housing qualifications: In accordance with the "Enforcement Rules of Other Priority Dormitory Qualification of National Tsing Hua University".
 - c. If there are not enough beds for second-year undergraduate students and current graduate students, they shall be arranged randomly by computer drawing.

- B. Students not eligible for priority housing: Those who do not have the priority qualifications mentioned in subparagraph A.
- C. Students on the waiting list:
 - a. Students who have not been given a bed under the application mentioned in subparagraphs A and B above.
 - b. Students who give up their dormitory beds.

Students eligible for priority housing qualification shall complete the online dormitory application process and be assigned a bed according to their application information and bed availability. Those who do not complete the online application process will be deemed to have given up their priority housing qualification. (Quiet rooms for senior undergraduates, single rooms in the main campus for graduate students, and suites in Nanda Campus require separate application.)

Students not eligible for priority housing qualification and students on the waiting list may still apply for dormitories within the application period which shall be determined by computer drawing.

Applications for quiet room are announced annually by the Division of Student Housing, depending on the availability of the dormitory and the actual needs of students.

Article 3 Accommodation period and related regulations

- A. Applications for housing are made annually on an academic year basis, with the first semester (fall semester) from Sep. 1 to Jan. 31 and the second semester (spring semester) from Feb. 1 to June 25.
- B. Housing in the summer term is available from July 1 to Aug. 30. Students who wish to apply for housing in the summer term shall make a separate application and pay housing fees. There shall be no refund once the fees are paid.
- C. Students may apply for short-term housing according to their individual needs, and the Division of Student Housing shall assign them according to the current bed availability.
- D. Students who are suspended, withdrawn, or graduated in the middle of the semester shall check out within seven days after the procedure is completed. Students with valid reasons may apply for an extension by a proposal from the counseling unit or personnel of the University.
- E. After the beds have been allocated and announced, those who have not paid the accommodation fee within the period and have not applied to give up the beds will have their beds canceled and will not be allowed to apply for accommodation again during the period of the academic system.

Article 4 Change of bed and related regulations

- A. After being assigned a bed number, students who wish to change their dorm beds shall submit an application to the staff of the Division of Student Housing and receive approval. A maximum of three times an academic year is allowed.
- B. No fee shall be charged for the first bed change, but a handling fee of NT\$300 shall be charged for each change from the second time onwards.
- C. No refunds shall be given for change to beds with lower fees, and change to beds with higher fees, the difference will be charged.
- D. Students who apply for a change of dormitory to another campus for research or study purposes shall submit their applications in accordance with the "Application for Change of Student Housing in Another Campus" from Sep. 1 (including) of the first semester and Feb. 1 (including) of the second semester to the staff of Division of Student Housing.
- E. Inter-campus transfer students (including those who are downgraded to first or second grade) who have applied for and been given a bed on the campus of their original department before transferring to another department may give up the bed and apply to enter the waiting list in accordance with Article 2, subparagraph C, item b of this Dorm Rules. Students may also apply for a bed change to another campus after retaining their originally applied bed in accordance with subparagraph D of this Dorm Rules.

Article 5 Dormitory fee and dormitory deposit refund regulations

- A. Dormitory fee and refund regulations
 - a. The amount of dormitory fee shall be paid in accordance with the latest announcement of the Division of Student Housing on the scale of the dormitory fee for the semester.
 - b. The application is limited to one academic year, and the dormitory fee for each semester (fall and spring) needs to be paid separately.
 - c. After the announcement of dormitory distribution each semester (For those on the waiting list, their announcement date shall be the starting date), those who wish to apply for the cancellation of the dormitory shall complete the application to the Division of Student Housing within 2 weeks of the announcement, and will be exempted from the accommodation fees for the next semester. After the above mentioned period, the "dormitory fee" shall be charged at a progressive rate as shown in Annex I - Dormitory Fee Charging Standard. Refunds can only be made after the registration fee has been paid.
 - d. For waitlisted students who are granted accommodation during the semester, the billing is calculated based on the number of months of usage. If the stay is less than a full month, it will still be billed as one month (with each semester consisting of five months).
 - e. Short-term accommodation applications are billed on a nightly basis. If the total amount billed on a nightly basis exceeds the monthly accommodation fee, it will be billed as a monthly fee.
 - f. The summer accommodation fee is non-refundable once it has been paid. For waitlisted summer accommodation students and short-term stay students, the billing is based on the number of nights stayed. If the total amount billed on a nightly basis exceeds the monthly accommodation fee, it will be billed as a monthly fee (with the summer period being calculated as two months).

- g. Students from low-income households are exempt from general fees. If such students want to live in dorms of higher charge, they shall pay the shortfall in accordance with the basic accommodation fees announced by the Division of Student Housing in the current year.
 - h. Those who live in the dormitory without paying the dormitory fee and refuse to pay the fee after being reminded to do so will be removed from the dormitory one week from the date of notification and the dormitory fee due will be paid in accordance with the regulations.
 - i. Residents who have valid reasons may submit a request to the Division of Student Housing to defer their dormitory fees. After the request has been reviewed and approved, they will be allowed to delay the payment of their accommodation fees.
 - j. For residents who are expelled from the dormitory due to violating the dormitory rules, the dormitory fees will be charged or refunded based on the number of months stayed in the dormitory.
- B. Dormitory deposit refund regulations
- a. The dormitory deposit is paid once per academic year, collected at the same time as the registration fee; the summer dormitory deposit is charged separately, and is paid together with the summer dormitory fee; and the waitlisted dormitory applicant is collected at the same time when paying the dormitory fee.
 - b. The dormitory deposit will be refunded to the resident's bank account registered in the Academic Information System after the semester ends. If the refund cannot be made because the student has not registered his/her account or has registered incorrectly, a check will be issued by the University and sent back to the student's permanent address by registered mail if the student has a registered address in Taiwan. If the student does not have a permanent address in Taiwan, he/she will be notified of the refund. However, if the refund still cannot be made after all, the refund amount will be temporarily transferred to the specific account of the University.

Article 6 Dormitory move-in and related regulations

- A. Residents shall pay the dormitory deposit and check all dorm property before moving into the room.
- B. If any equipment in the dormitory is artificially damaged during the stay, the resident shall reimburse the costs.
- C. There shall be a control for ceiling lights in undergraduate dormitories, which shall be regulated by each dormitory (no later than 2:00 a.m.). The rule does not apply to desk lamps.
- D. Residents are responsible for maintaining a quiet and clean environment in dormitories. Hallways shall be cleaned.
- E. Personal belongings should not be placed in the common areas of the dormitory (areas outside of the bedrooms). If personal items are found to be stored in the common areas, the dormitory manager will take photographs and post a notice on-site. If the items remain unattended after 5 working days from the date of the notice, the manager will document and pack them for storage (without assuming responsibility for their safekeeping). If the items remain unclaimed after one month, they will be considered abandoned and disposed of accordingly.

- F. Placement of items for the summer term is planned by dormitory head residents, but all items must be retrieved within one week from the beginning of the academic year. If the items remain unclaimed after this period, they will be handled according to the subparagraph E in this Article regarding the management of personal belongings.
- G. Residents are required to cooperate and abide by the living agreement established by each dormitory.
- H. Dormitory instructors, counselors of the Division of Student Assistance, and dormitory managers, in the execution of their duties, may enter the dormitory with dormitory head residents (or relevant teachers and students) to inspect the dormitory.
- I. In case of emergencies or disturbance of the dormitory peace, dormitory instructors, counselors of the Division of Student Assistance, staff of the Division of Student Housing, dormitory head residents, or dormitory managers may enter dormitories to deal with the situation and must submit a written report to the Office of Student Affairs.
- J. The “Procedures for Inspecting Student Dormitories” and the “Dormitory Repair Process and Personnel Access Control” are specified separately.

Article 7 Dormitory check-out and related regulations

- A. When checking out of a dormitory (including changing rooms), students should follow the notice for check-out as announced by the Division of Student Housing, return the dormitory property, and be responsible for cleaning the dormitory and restoring it to its original state. If a student checks out of a dormitory with untrue information or photos, the student's dormitory deposit will be deducted and the student's advisor will be notified. In case of serious dishonesty, the Division of Student Assistance will handle the case according to university regulations. (For details, please refer to Appendix III - Dormitory Property Checkout Certificate and Fine Standard)
- B. Residents are required to check out of the dormitory by the deadline announced at the end of the semester (in principle, Jan. 31 for the first semester and June 25 for the second semester). If the resident does not check out of the dormitory within the announced period, the dormitory deposit will not be refunded. The dormitory managers, together with the dormitory instructors, staff of the Division of Student Assistance, staff of the Division of Student Housing or dormitory head residents, may pack and place the personal belongings in the storage room without taking responsibility for their safekeeping. In addition, a fine of NT\$100 per day will be charged. If the resident does not collect the items after one week, the items will be treated as abandoned. The resident will be disqualified from housing for the next semester and will be forwarded to the Division of Student Housing for punishment in accordance with the regulations.
- C. When borrowing a cart from each service center, residents shall provide identification such as a student ID card, health insurance card, or driver's license, and return it on the same day. If the student fails to return the cart in time, a fine of NT\$500 will be imposed for each day

overdue. The fine will be deducted from the dormitory deposit. If the cart is not returned after two days, the dormitory deposit of NT\$1,000 will not be refunded.

Article 8 Rules for dormitory visitors

- A. Visiting hours: Male dormitory's visiting hours are from 8:00 to 24:00; female dormitory's visiting hours are from 8:00 to 17:00. Visitors are not allowed to enter another person's dormitory or room outside of the period unless they have permission of the on-duty dormitory instructors, counselors of the Division of Student Assistance, or dormitory managers.
- B. Visitors are required to register online at the Division of Student Housing website or register in person with their personal ID at each service center.
- C. The meeting place is limited to the lounge in the dormitory (except for moving dormitories, or with the permission of the dormitory instructors, counselors of the Division of Student Assistance, staff of the Division of Student Housing, dormitory managers, or all roommates).
- D. In case of special circumstances in the dormitory area, other dormitories may be opened only after the dormitory head residents notifying to the dormitory instructors, counselors of the Division of Student Assistance, or the Division of Student Housing.

Article 9 Residents who violate the following rules and regulations will receive a point deduction for the violations, and repeated violations of the same subparagraph and item in the same academic year will result in a double-point deduction.

- A. 2.5 points will be deducted for the following violations:
 - a. Making too much noise in dorms and disrupting others' study or sleep.
 - b. Playing musical instruments in dorms after 22:00 (including drums, guitar, singing loudly...etc.).
 - c. Failure to remove or sort waste, or cause uncleanness in the living environment.
 - d. Unauthorized posting of advertisements in the dormitory area.
 - e. Keeping or feeding animals in the dormitory area.
 - f. Placing personal belongings (such as shoes, umbrellas, garbage, potted plants, etc.) in common areas (such as hallways, in front of rooms, windowsills, etc.).
 - g. Dormitory fans and ventilation fans are left on when no one is in the room.
 - h. Installing dormitory door locks without permission from the Division of Student Housing.
 - i. Changing rooms without completing the change procedures.
 - j. Have an unregistered visitor during visitor hours or violate regulations of the visitor area.
- B. 5 points will be deducted for the following violations:
 - a. Riding motorcycles or driving cars into the dorm area without permission.
 - b. Without the consent of the Division of Student Housing, the use or placement of electrical appliances such as air conditioners, refrigerators, electric kettles, rice cookers, electric

heaters, televisions, VCRs, electric blankets, or electrical appliances with a power consumption of 500W or above that may affect electrical safety will result in a deduction of 5 points per item (counted as a violation item). Violating items must be removed from the dormitory within two weeks. Failure to remove them upon reinspection will result in continuous point deductions. (Mobile phones, tablets, computer peripherals are excluded. Hairdryers are only allowed to be used in the common room, bathroom, or toilet. Violators will be subject to point deductions as specified above.)

- c. Those who bring any dangerous or prohibited items into the dormitory, such as dangerous and inflammable items, chemicals and drugs, guns, etc.
 - d. Using open flames in the dormitory area; placing open flame appliances such as card-type stoves and gas canisters in the dormitory common areas.
 - e. Intentionally damaging dormitory property or the property of others.
 - f. Engaging in activities that have safety concerns or affect the peace of the dormitory (e.g., fireworks, campfire parties, cooking, etc.) without prior approval.
 - g. Moving or occupying common equipment (such as lounge, study room tables, chairs, kitchen equipment) or connecting to public electricity for private use.
- C. 10 points will be deducted for the following violations:
- a. Gambling, alcoholism, causing trouble or fighting with each other in the dormitory.
 - b. Installing cable TV without permission from the Division of Student Housing.
 - c. Providing dorm space to others to assemble or carry out activities that disrupt the peace and quietness of the dorm without permission from the Division of Student Housing, dorm instructors, counselors of the Division of Student Assistance or dormitory head residents.
 - d. Smoking in the dormitory area.
 - e. Deliberately affecting or damaging the normal functioning of access control or surveillance devices.
 - f. Entering or exiting the dormitory without using one's own student ID, access password, or borrowed temporary card; providing student ID, access code, temporary card, or key fob to others for access to controlled entry and exit devices.
 - g. Illegally copying or reproducing temporary cards, key fobs, or accessing the card numbers of the aforementioned devices onto electronic devices.
 - h. Occupying another person's bed without permission.
 - i. Breaking into a closed dormitory without the permission of the Division of Student Housing during the closed period.
- D. 15 points will be deducted for the following violations, and the violators will be immediately withdrawn from the dormitory and forfeit the dormitory deposit.

- a. Without the prior approval from the Division of Student Housing, dormitory instructors or counselors of the Division of Student Assistance, it is not allowed to accommodate individuals who are not assigned to stay in that dormitory room.
 - b. Bringing someone of the other gender to the bathroom for bathing and cleaning.
 - c. Keeping or feeding animals in the dormitory area three times with confirmed evidence.
 - d. Transferring or permitting others to use your residential right or any other changes of the dormitory for illegal benefit with confirmed evidence.
 - e. Those who stay in a room other than their assigned room past midnight.
 - f. Stealing behaviors with confirmed evidence.
 - g. Violation of the Offenses Against Privacy of Criminal Law in the dormitory area, and being caught in the act (Article 88 of the Criminal Procedure Law), the violator shall be withdrawn from the dormitory within three days.
 - h. Students who are involved in sexual harassment, sexual bullying, or other indecent behaviors in the dormitory area are investigated and confirmed guilty by the University's Gender Equity Education Committee.
 - i. Students who are involved in sexual assault in the dormitory area and are investigated and confirmed guilty by the University's Gender Equity Education Committee will be withdrawn from the dormitory. Students who are withdrawn for this reason will not be allowed to reapply for housing from the date of the withdrawal announcement.
 - j. Using student dormitory resources for private profit without permission.
 - k. Violation of the regulations for campus network used by the Ministry of Education.
- E. Violation of infectious disease prevention regulations will be deducted 5~15 points depending on the severity of the case. Please refer to Annex II for details - Points Deduction Standard for Violation of Infectious Disease Prevention Regulations.
- F. Violation of dormitory visiting regulations will result in a deduction of 5~15 points, depending on the severity of the case. Please refer to Article 8 for the relevant regulations.

The above-listed violations may be considered in light of the motive, background, and other relevant factors of the violation, and may be implemented through public service or counseling after the proposal of the Division of Student Assistance and the approval of the Dean of Student Affairs.

Article 10 Description of the Point Deduction

- A. Deductions for residents who violate the regulations are carried out by dormitory instructors, counselors of the Division of Student Assistance, staff of the Division of Student Housing, or dormitory head residents.

- B. Accumulated violation points are calculated on an academic year basis, with the calculation period based on the issuance date of the "Violation Point Notification." Violations during the summer term are included in the calculation for the previous semester. (The period is from September 1st to August 31st of the following year.)
 - a. Residents who have accumulated 10 or more deduction points within one academic year will be cancelled or ineligible to apply for a bed in the next semester.
 - b. Residents who have accumulated 15 or more deduction points within one academic year, the dormitory deposit will not be refunded. They are required to complete the bed give-up and check-out procedure within two weeks and will be cancelled or ineligible to apply for a bed in the next academic year.
- C. Anyone who disagrees with the deduction of points may submit an appeal in accordance with the "National Tsing Hua University Implementation Guidelines for Removal of Point Deductions".
- D. The individual who has been deducted points may submit a Dormitory Self Discipline Program to the Division of Student Assistance according to the " National Tsing Hua University Implementation Guidelines for Removal of Point Deductions".
 - a. Those who pass the Dormitory Self Discipline Program must complete the point reduction within the specified period. Failure to do so will result in the procedures outlined in the subparagraph B of this article. They are also required to complete the bed give-up and check-out procedures before the specified date set by the Division of Student Housing.
 - b. If the Dormitory Self Discipline Program is not approved, the procedures outlined in the subparagraph B of this article will apply.
 - c. Students who have accumulated 15 points and whose applications for the Dormitory Self Discipline Program have not been approved can be held off from moving out of the dormitory until the end of the semester. Applicants must first sign an affidavit at the Division of Student Housing and commit to performing 4 hours of service weekly until the end of the semester. Failure to comply will result in the resident being required to complete the bed give-up and check-out procedures before the specified date set by the Division of Student Housing. During the execution period, if there is any further violation of dormitory rules, immediate eviction will be enforced.
- E. Residents who have been punished with a major demerit (including) or greater for violating the dormitory rules in the dorm area will be canceled and cannot apply for a bed during the period of the academic program.

Article 11 To encourage proactive participation in helping and maintaining dorm safety, order, neatness, and public service, staff of the Division of Student Housing, dormitory instructors and counselors of the Division of Student Assistance will report and reward the following deeds:

- A. Taking the initiative to maintain the order of the dormitory and public safety with specific contributions.
- B. Taking the initiative to maintain a clean and neat dormitory environment and beautifying the dormitory with concrete facts.
- C. Taking the initiative to prevent the occurrence of illegal incidents with concrete facts.
- D. Taking the initiative to actively participate in student dormitory activities and public affairs.
- E. Other deeds that are beneficial to the dorm.

Those who meet the above award qualifications and have not violated the university rules and regulations will be given priority in dormitory distribution for the next academic year after the approval of the dormitory head residents' meeting. The number of students will be reviewed annually by the Division of Student Housing and forwarded to the Division of Student Assistance for processing (priority in dormitory distribution is limited to 10 students, while the rest will receive citation or commendation for achievement on their student conduct records.).

Article 12 Each dormitory may add suitable regulations without violating these Dorm Rules. After a resolution of the dormitory residents' meeting, the dormitory head residents may send the regulations to the Division of Student Housing and the Division of Student Assistance for approval.

Article 13 Students who move into the dormitories without the approval of the Division of Student Housing shall immediately move out of the dormitories and pay the current dormitory fees if the evidence is confirmed, and shall not be allowed to apply for dormitories during their term of study.

Article 14 This Dorm Rules is proposed by the Dormitory Administrative Committee and forwarded to the Committee of Student Affairs for approval before implementation.

Note:

- (1) Article 2, subparagraph A, item a " Foreign Freshmen" is applicable from the admission of the academic year 2024.
- (2) If there is any discrepancy in understanding between this version and the Chinese version, the Chinese version shall prevail.

Annex I

Dormitory Fee Charging Standard, Revised on Dec. 20, 2022

Cancellation Time of Bed Application		Progressive Charging Rate (In accordance with the current semester accommodation fee standard)
First Semester	Second Semester	
Within 2 weeks of bed announcement	Before 12/31	No charging of dormitory fee
Over 2 weeks to 6/30	-	Charge 1/5 dormitory fee
Over 2 weeks to 7/31	-	Charge 1/4 dormitory fee
Over 2 weeks to 8/31	1/1-1/31	Charge 1/3 dormitory fee
9/1-9/30	2/1-2/28 (or 29)	Charge 3/5 dormitory fee
10/1-10/31	3/1-3/31	Charge 4/5 dormitory fee
From 11/1	From 4/1	No refund

Annex II

Point Deduction Standard for Violation of Infectious Disease Prevention Regulations, Revised on Jun. 5, 2023.

Article 9, paragraph E		
Violation of infectious disease prevention regulations, deduct 5~15 points depending on the severity of the case		
Deduct Points	Item	Type of Violation
5 Points	1	Violation of the Temporary Shelter Rules
	1-1	Failure to pack waste in accordance with regulations (including failure to sort waste in accordance with regulations)
	1-2	Leaving the Temporary Shelter without clearing out the room (including leaving belongings in the Temporary Shelter room)
	1-3	Failure to comply with the staff arrangement to stay in the Temporary Shelter room
	2	Request for non-urgent services during the stay in the Temporary Shelter
	3	Having a poor attitude towards the staff with concrete evidence
10 Points	1	Those who violate the regulations and laws of the Ministry of Education related to infectious disease prevention in the dormitory area
	2	Intentionally disturbing, breaking or trespassing on the access control of the Temporary Shelter (including security cameras)
	2-1	Residents of the Temporary Shelter allowing others to enter the Temporary Shelter
	2-2	Trespassing Temporary Shelter room without arrangement
	3	Leaving or staying in the Temporary Shelter room without instruction
15 Points	1	Those who violate the national regulations and laws related to infectious disease prevention in the dormitory area
	2	Intentionally spreading infectious diseases in the dormitory
	3	Providing the dormitory to individuals who are required to be under quarantine
Remarks	<p>Article 10, paragraph D and F</p> <p>Students who have accumulated 10 or more deduction points within one academic year will be disqualified from the next semester. If the student still fails to comply with the dormitory rules with more than 10 points and continues to accumulate to 15 points (including), the student shall move out of the dormitory within two weeks without refund (including the dormitory deposit), and the student shall be disqualified from applying for the next academic year (including getting in the waiting list). Students who have accumulated 15 points and whose applications for the Point Cancellation Program have not been approved will be held off from moving out of the dormitory until the end of the semester and will have to sign a guarantee letter and perform 4 hours of service each week until the end of the semester (those who fail to do so shall move out of the dormitory</p>	

immediately). If the student violates the dormitory rules again during the semester, he/she will be immediately withdrawn from the dormitory.

Annex III

Dormitory Property Checkout Certificate and Fine Standard, Revised on Jun. 5, 2023

Item	Amount of compensation and fine
1. Failure to complete the Dormitory Property Checkout and move out of the dormitory by the announced move-out date	In accordance with Article 7, Paragraphs A and B of Dorm Rules.
2. Violation of rules and fine with 15 point deduction (including) or more	In accordance with Article 10, Paragraph D of Dorm Rules.
3. Failure to clean the dormitory (including chair, desk, keyboard shelf, bookcase, closet, chest of drawers, locker, floor, door, bed, bathroom of suit)	NT\$ 1000 per person
4. Losing or damaging keys	NT\$ 500 per key
5. Loss of or damage to chair, desk, keyboard shelf, bookcase, closet, chest of drawers, locker	Compensation at market price
6. Damage to floor (including pasting the floor without permission)	Compensation at market price
7. Damage to door, glasses or curtains	Compensation at market price
8. Damage to bed set (including dismantling bed board without permission)	Compensation at market price
9. Damage to air conditioner or air conditioner card reader, loss of air conditioner remote control	Compensation at market price
10. Failure to clean the refrigerator in single room of Dormitory Tsing	NT\$ 500
11. Loss of or damage to the refrigerator in single room of Dormitory Tsing	Compensation at market price