

Application Form for A Discounted Single Short-term Stay in the National Yang Ming Chiao Tung University Guest House for Managing University Affairs between Yangming and Guangfu Campuses

Accommodating campus:

Guest House on Floors 4 and 5 of Xi-An Building of Yangming Campus

Zhufeng Guest House at Guangfu Campus

Version 110.10.25

Guest	Affiliated campus/unit	<input type="checkbox"/> Faculty <input type="checkbox"/> Student		
	Name	Staff code/ student number/ ID number		
	Phone	Contact Number		
Purpose		Please attach relevant documentation: Faculty: <input type="checkbox"/> Academic、 <input type="checkbox"/> Research、 <input type="checkbox"/> Lecture、 <input type="checkbox"/> Administration、 <input type="checkbox"/> Meeting、 <input type="checkbox"/> Campus Event <input type="checkbox"/> Others Students: Those who attend course sessions on different campuses and experience difficulty completing a round trip within a single day shall attach a course registration certificate		
Applying unit		Contact number		
Applicant		Seal of unit supervisor	(Students with difficulty completing a round trip within a single day may be exempted from providing the seal provided that they attach a course registration certificate and have their primary and secondary identification cards verified by the university)	
Period of stay		From _____ (MM/DD/YYYY) to _____ (MM/DD/YYYY), totaling ____ days		
Date of application		_____ (MM/DD/YYYY)		

1. Eligibility for the discounted short-term stay:

- (1) Current faculty members and staff who attend activities related to academic events, research, lecturing, administrative affairs, meetings, or other on-campus events
- (2) Students who attend courses on different campuses and experience difficulty completing a round trip within a single day

2. Application procedure and notifications (the applying unit must inform the guest of the following information)

- (1) The applying unit or guest must complete the application form 1 week in advance. Documentation verifying the guest's participation in academic events, research activities, lectures, administrative affairs, meetings, on-campus events, or courses must be attached. Except for course attendance, applications for all purposes must contain the signature approval of a department (unit) supervisor on the campus providing the accommodation before they are submitted to the respective accommodation management unit for review. The guest may stay in the guest house after the Dean of General Affairs approves the application. The accommodation management unit informs the applying unit or guest to pay the accommodation fee at the Division of Cashier. During the check in, the guest presents the payment receipt to receive the room key. Individuals with urgent accommodation needs due to unexpected important tasks do not need to complete the application form 1 week in advance.
- (2) Check-in and check-out time: 1. Check-in: after 2:00 p.m. 2. Check-out: before 11:00 a.m.
- (3) The discount option is only available for short-term accommodation. If the number of rooms requested in the application exceeds the service capacity, the number of rooms available to the applicant will be limited to that of the service capacity.

- (4) The guest must comply with accommodation regulations of the guest house and the COVID-19 pandemic prevention regulations stipulated by the Central Epidemic Command Center.
- (5) During the accommodation period, if the guest is a target of home isolation, home quarantine, or self-health management as announced by the Central Epidemic Command Center, the guest may not check in for accommodation. For those who inform the accommodation management unit voluntarily before check-in and provide documents of certification may have the full accommodation fee refunded.

Yes, the guest is an aforesaid target, **No, the guest is not an aforesaid target**

If the management unit identifies a false report of the situation, it will report the offender to relevant authorities as per the pandemic prevention regulations. The offender will need to pay a disinfection fee and is prohibited from using the guest house for 1 year. A management fee for the original accommodation period must also be paid.

3. To facilitate guest house management, the University must collect information including the affiliated unit, job title, name, and phone number of the applicant or guest. The information is used for allocating rooms and contacting the applicant or guest when necessary during the application period and when the guest is on the campus. After leaving the guest house, you may request for the inquiry, browsing, supplementation, or updating of your information; copy of the information; termination of information collection, processing, and use; and deletion of personal data as per relevant laws. For more information, please consult the Office of General Affairs via extensions of the 1st and 2nd Divisions of Property and Business Management.

I (guest/applicant) have read the aforesaid regulations and hereby sign for confirmation of the application:

Fee	Room number: _____ Charge per day: NT\$ 400 <input type="checkbox"/> Student NT\$50 * _____ day(s) = NT\$: _____, combined with the expense covered by the school budget NT\$350 * _____ day(s) = NT\$: _____;		
	<input type="checkbox"/> Guest NT\$200 * _____ day(s) = NT\$ _____, combined with the expense covered by the school budget NT\$200 * _____ day (s) = NT\$: _____ Applicants who wish to cancel the application must file a notice to the management unit 3 days prior to the date of arrival. A refund will be not available if the application is not canceled within the specified deadline.		
Accommodation management unit	Cashier unit	Dean of General Affairs	