

National Cheng Kung University Short-Term Housing Management Directions

Approved in the 127th Meeting of the Chief Administrators Council on May 5, 1986

Revised and approved in the 276th Meeting of the Chief Administrators Council on March 20, 1991

Revised and approved on October 2, 1992 via the 1st General Affairs Meeting for Academic Year 1992

Revised and approved in the 396th Meeting of the Chief Administrators Council on May 8, 1996

Revised and approved in the 551th Meeting of the Chief Administrators Council on April 23, 2003

Revised and approved on October 8, 2010 via the 1st Endowment Fund Management Committee Meeting for Academic Year 2010

Revised and approved in the 697th Meeting of the Chief Administrators Council on November 17, 2010

Revised and approved on May 16, 2018 via the 4th Endowment Fund Management Committee Meeting for Academic Year 2017

Revised and approved on March 14, 2022 via the 2nd Endowment Fund Management Committee Meeting for Academic Year 2021

Revised and approved on November 16, 2023 via the 1st Endowment Fund Management Committee Meeting for Academic Year 2023

Approved in the 221st Administrative Meeting on January 10, 2024

Revised and approved in the 232nd Administrative Meeting on October 7, 2026

1. These directions are promulgated by National Cheng Kung University (the University) in order to effectively manage the University's short-term dormitories.
2. The short-term housing management in these directions refers to affairs related to the management of short-term dormitories such as the Ching-Yeh and Dong-Ning dormitories.
3. Short-term housing is managed by personnel appointed by the Management Service Division of the Office of General Affairs.
4. The applicants for short-term dormitories are as follows:
 - (1) Scholars visiting the University for lecturing purposes with an accommodation requirement of at least 1 month and up to 2 years. Stays of less than 1 month will be calculated as 1 month.
 - (2) Others who have special reasons and meet the qualifications stipulated in point 3 of the Management and Safety Maintenance Guidelines for Residential Facilities of the Ministry of Education and its affiliated institutions, and who have been approved by the project.
5. When applying for short-term dormitories, each unit shall submit an application via the administrative e-system. Unless approved through a special project with separate payment arrangements, residents are required to pay the necessary fees before checking in. Only after the payment is made, they will be eligible to receive the keys. The fee standard shall be announced separately by the Office of General Affairs.

Once the resident moves in, the self-government and management fee shall be paid to the self-government and management committee of the dormitory.
6. Should the University encounter any special circumstances, the Office of General Affairs may coordinate changes in confirmed reservations accordingly.
7. After applying and completing the payment, the residents are required to move in within 15 days from the date of renting. If the resident is unable to move in for any reason, it will be deemed as a waiver. In such cases, a refund can be requested, and after deducting a ten percent processing fee, the remaining amount will be refunded without interest.
8. These directions and any subsequent amendments shall be implemented upon approval by the Administrative Meeting.