National Cheng Kung University
Short-Term Housing Management Directions

1. This set of directions is promulgated by National Cheng Kung University (hereafter referred to as the University) for effective short-term housing management and related services for part-time teachers at and guest visitors to the University.

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 Dongning dormitories.

3. Short-term housing is managed by personnel appointed by the General Service Division of the Office of General Affairs.

4. The residents and allocations of short-term dormitories are as follows:
   (1) Ching-Yeh dormitory is provided to scholars who will lecture at the University; residence can range from one month to two years.
   (2) Dong-Ning dormitory is provided to scholars with distinguished reputations who will lecture at the University; residence can range from six months to two years.

5. Applications for short-term housing shall abide by the procedures specified in the directions. In addition, fees must be paid in full five days before check-in to reserve a room.

6. Should the University encounter any special circumstances, the Office of General Affairs may coordinate changes in confirmed reservations accordingly.

7. With the exception of those who have signed approval otherwise, all residents must pay for water, electricity, and maintenance before checking in. Please refer to the attached table for the fee standard, reported by the Office of General Affairs to the president for approval.
   If a resident is unable to check in after fee submission for a specified reason, they may apply before the date of check-in for a refund minus 10% as a procedural fee.

8. These regulations and any subsequent amendments shall be implemented upon approval by the Endowment Fund Management Committee.

National Cheng Kung University Fee Standards for Short-Term Dormitory Maintenance and Management							
Dormitory name	Number of rooms	No.	Room type	Residents	Fee		Notes
					Daily	Monthly	
Ching-Yeh	8	101-108	VIP suite with living room	2		8,000	Includes fees for water, electricity, and gas. The electricity cost may not exceed NT$6,000 each two months. Excess cost is to be paid by the resident; if the resident has resigned, the excess cost should be paid by the applicant.
Dong-Ning	10	Lane 93, Dong-Ning Rd. 1F–5F, No. 54 1F–5F, No. 56	Apartment building			12,000	
Dong-Ning (international scholars only)	8	Lane 93, Dong-Ning Rd. 1F–4F, No. 38 1F–4F, No. 40	Apartment building			18,000	

Note: The fees are managed in accordance with Article 7 of the Short-Term Housing Management Directions.

Residents of Ching-Yeh and Dong-Ning dormitories must meet the dormitory administrator or General Service Division manager to check the room equipment before checking in. The monthly management fee must be paid to the Cashier Division by the end of the month.

When checking out, residents must return the keys to the administrator or General Service Division manager and complete the related procedures. If the keys are not returned, a resident is regarded as a continuing resident, and the management fee must be paid, without objection, until the keys are returned.