

學生宿舍換舍(寢/床)作業說明

115 年 9 月 22 日 115 學年度第 1 次學生住宿服務中心臨時會議通過

為利住宿生辦理宿舍換舍（寢/床）作業，並使床位調整作業有所依循，特訂定本作業說明（以下簡稱換舍(寢/床)作業）

一、申請方式

（一）單人換舍

1. 住宿生如欲更換至不同宿舍或不同房型，應提出單人換舍申請。
2. 住服中心依申請人之電腦抽籤序號排序，於有床位釋出時，依序辦理換舍作業。
3. 床位分配完成後，以 E-mail 通知申請人辦理後續換舍及進住事宜。

（二）雙人換舍

1. 雙人換舍係指兩位住宿生相互交換床位。
2. 雙人換舍限「相同宿舍別及相同房型」之住宿生申請。
3. 雙方均須同意交換床位，始得提出申請。
4. 如欲更換至不同宿舍或不同房型，不適用雙人換舍，應改以「單人換舍」方式申請。

二、注意事項

1. 每人每學年度（含寒假及暑期）換舍（寢/床）合計限申請 1 次。
2. 換舍（寢/床）如涉及住宿費退費或補繳，依學生住宿輔導辦法辦理；須補繳住宿費者，應完成繳費後始得辦理進住。
3. 原寢室應負擔之電費等相關費用，由宿舍輔導員辦理結算。
4. 換舍（寢）核定後，將以 E-mail 通知，信件寄送至住宿申請系統所留之電子郵件信箱。
5. 宿舍搬遷進住期間，換舍（寢）申請僅受理收件，俟搬遷進住期間結束後再統一辦理。
6. 學士班新生與舊生床位不得互換；學士班與碩、博士班床位亦不得互換。
7. 換舍（寢）申請完成後，應依通知期限辦理原床位退宿及新床位進住相關手續。

Guidelines for Student Dormitory Room/Bed Changes

Approved at the 1st Special Meeting of Student Housing for the 2026 Academic Year on September 22, 2026.

To facilitate dormitory room/bed changes for residents and establish consistent procedures for bed reassignment, these Guidelines for Student Dormitory Room/Bed Changes (hereinafter referred to as the “Room/Bed Change Procedures”) are hereby established.

I. Application Procedures

(1) Individual Room/Bed Change

1. Residents who wish to change to a different dormitory or a different room type shall submit an application for an individual room/bed change.
2. The Student Housing shall process applications according to the applicants’ computer-generated lottery numbers. When a bed becomes available, room/bed changes shall be processed in sequence based on such numbers.
3. After a bed has been assigned, the applicant will be notified by email to complete the subsequent room/bed change and check-in procedures.

(2) Mutual Room/Bed Exchange

1. A mutual room/bed exchange refers to an exchange of assigned beds between two residents.
2. Applications for a mutual room/bed exchange are limited to residents staying in the same dormitory and the same room type.
3. An application may be submitted only with the consent of both residents involved in the exchange.
4. Residents who wish to change to a different dormitory or a different room type are not eligible for a mutual room/bed exchange and shall instead apply for an individual room/bed change.

II. Important Notes

1. Each resident may apply for a room/bed change only once per academic year, including the winter and summer breaks.
2. If a room/bed change involves a refund or additional payment of dormitory fees, such matters shall be handled in accordance with the National Taiwan Normal University Regulations for Student Dormitory Counseling. Residents who are required to pay additional dormitory fees must complete the payment before checking in to the new room/bed.
3. Electricity charges and other applicable expenses associated with the resident’s original room shall be settled by the dormitory counselor.
4. Once a room/bed change has been approved, the resident will be notified by email. The notification will be sent to the email address registered in the Dormitory Application System.
5. During designated dormitory move-in periods, applications for room/bed changes will only be received and will not be processed until the move-in period has ended.
6. Beds assigned to first-year undergraduate students and continuing undergraduate students may not be exchanged. Beds assigned to undergraduate students may not be exchanged with those assigned to master’s or doctoral students.
7. After a room/bed change application has been approved, the resident shall complete the check-out procedures for the original bed and the check-in procedures for the newly assigned bed within the specified period stated in the notification.

In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail.