(　　　　) Dorm check-out list

Student Id No：_____

Name：_____

Dorm：____Room-Bed：_____-____

Cell phone：_____

Email：_____

ARC ID NO：_____

Items Cleaning Conditions		Items Damaged Conditions： ★ for damaged; ▲ for items disappear	
Desk ☐	Bed ☐	Chair ☐	Drawers ☐
Closet ☐	Floor ☐	Screen window ☐	Closet ☐
Drawers ☐	**Key** ☐	Else is：	
☐ Positive ☐ Need more effort ☐ Negative inspector： date：			

* *

Information of your account
(For returning your deposit of NT800)

☐ **Post office** (Should be your personal account, please enter your account no. in your student information system on the school internet.)

☐ Other **bank** (Should be your personal account)

Name of bank：_____

Name of branch：_____

Name of your bank account：_____

Account no.：_____

★Dorm 1 please go to the OSA counter #6

★Dorm 2.3 please go to the OSA counter #11

Important Notice for
the Dormitory Deposit Refund

Please prepare the following items and
come to the OSA for your Deposit refund：

1. Dormitory Check-out List

2. Payment Receipt of Dormitory
Fee (Please print it out beforehand if
you paid it online; if you pay the Deposit
by person, please come down to the office
to ask for the payment receipt.)

CTBC Bank   **First Bank**

※ If you do not have post office account,

please **Also** prepare the following items：

3.Withdraw Receipt
(If you do not have post office account
please fill it in beforehand)

4. The printed-copy of your post
office or bank passbook cover.
(If you have already registered your post
office/bank account online, you do not
have to print it out. **However, Please
provide this item if you are graduating
this year.**)