Regulations for Bedding Rentals for Short-term Research Visiting Students in National Taiwan University
Approved at the 2953rd Meeting of the Administrative Committee June 20, 2017

1. This regulation is established to serve and provide convenience for short-term research visiting students in regards to the need of renting bedding set
2. This regulation applies only to short-term research visiting students approved by Student Housing Service Division, National Taiwan University.
3. One should submit an application form for renting bedding sets to Student Housing Service Division while making dormitory application.
4. Bedding items can only be rented as a set; rental of individual item is not available. A complete set of bedding includes a bare pillow, a pillow case, a mattress pad, a bed sheet, a blanket (a choice of thin or thick) and a duvet. The number of bedding set is limited. Items are subject to the availability at the time of rental.
5. The amount of rental fee is calculated based on the student’s duration of stay for which the student applied. Fees are calculated on a 30-day basis. A rental duration of less than 30 days is regarded as a 30-day rental. Rental rates are announced in additional notice.
6. Authenticated documents (e.g. Letter of Invitation) should be presented to the Student Housing Service Division a week prior to check-in for a payment slip of housing and bedding set rental, and student must make payment accordingly.
7. After payment is made student must present the application form of bedding set rental and the receipt to the resident director for rental items.
8. The renter shall confirm the number, size, appearance, sanitation, and functionalities of the bedding set. After items are rented out the renter is responsible for the sanitation of all items and shall ensure that items remain in good conditions.
9. Prior to check-out or the termination of rental period the renter shall return the bedding set and ensure that the number, size, appearance, sanitation, and functionalities of the items as agreed on the application form.
10. The renter is bound to make compensations accordingly due to loss or damage of the borrowed items.
11. The regulation was approved by the administrative committee and has been in effect since the day the regulation was issued.
# Application Form

**Bedding Rentals for Short-term Research Visiting Students**

<table>
<thead>
<tr>
<th>Department /Contact Person/Phone Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Gender</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Nationality</td>
</tr>
<tr>
<td>Email</td>
<td>Passport Number</td>
</tr>
<tr>
<td>Rental Period</td>
<td>From (yyyyymmdd) to (yyyyymmdd)</td>
</tr>
<tr>
<td>Bedding Set</td>
<td>1 bare pillow</td>
</tr>
<tr>
<td></td>
<td>1 bed sheet (single)</td>
</tr>
<tr>
<td></td>
<td>1 blanket with a choice of □ thin □ thick</td>
</tr>
<tr>
<td>Acknowledgement of Receipt Signed by the Recipient:</td>
<td></td>
</tr>
</tbody>
</table>

## Remarks
1. A valid personal photo ID is required for the rental and will be returned when rental items are returned and inspected.
2. The Renter is bound to compensate for any loss or damage incurred to the rented items: TWD 200 for bare pillow, TWD 100 for pillow case, TWD 550 for thin blanket, TWD 750 for thick blanket, TWD 400 for bed sheet, TWD 1,000 for mattress pad, TWD 800 for duvet

To National Taiwan University:

I hereby confirm that the number, size, appearance, sanitation and functionality of the bedding set are correct and satisfactory, and I understand and agree to comply with the *Regulations for Bedding Rentals for Short-term Research Visiting Students in National Taiwan University*. If the terms are violated, I agree to make all compensations and bear legal liabilities without objection.

Renter’s Signature: _______________

Date: ____________________( yyyyymmdd )
國立臺灣大學 公告

發文日期：中華民國106年7月17日
發文字號：校學字第1060055309號

主旨：公告「國立臺灣大學學生宿舍短期訪問研究學生寢具借用辦法」

依據：本辦法第11條經行政會議通過後，自發布日施行。

公告事項：

一、本辦法已於106年6月20日第2953次行政會議通過，經公告後開始施行。請本校師生依據本辦法（詳如附件），辦理寢具借用。

二、寢具借用費用以學生申請入住宿舍期間計算，不足30日以30日計費，每30日收費500元。