

**文藻外語大學**  
**Wenzao Ursuline University of Languages**

**外國學生住宿申請表**  
**On/Contracted Off-Campus Accommodation Application**  
**for International Students**

姓名 Name: \_\_\_\_\_

住宿地點 On/Off-Campus	費用 Price
On-campus Dormitory	<input type="checkbox"/> Room for four One academic year is NTD 24,000 (not include summer and winter vacations)
Contracted Off-campus Daya International Apartment	<input type="checkbox"/> Small Single Room (NTD 6,000/ per month) <input type="checkbox"/> Large Single Room (NTD 7,000/ per month) <input type="checkbox"/> Twin Room <input type="checkbox"/> Double Room (NTD 8,000/ per month)

I, \_\_\_\_\_ (full name) hereby confirm to stay at:

☐ On-campus Dormitory

One academic year is NTD 24,000 (not include summer and winter vacations)

☐ Off-campus at Daya International Apartment

Rental fee: NTD 6,000-8,000 /per month (not include electricity cost and water fee)

\*Please fill out the 達亞大樓住宿訂房單 Reservation Form and complete the booking process.

I also hereby assert that I have read the On-Campus Dormitory Regulations/Contracted Off-Campus Daya International Apartment Regulations and agree to obey the regulations during my stay at the dormitory. Should I do anything against the regulations, I will accept the penalty as stated in the regulations.

I understand that the deposits shall be refunded to me on condition that the check-out procedure is duly completed.

Applicant's Signature:

Date: \_\_\_\_\_ (yyyy/mm/dd)

# 達亞大樓住宿訂房單 Reservation Form

111.09.20

申請單位 Applicant Affiliation	<input checked="" type="checkbox"/> 外國學生 Student			國家: _____ Nationality		
男生/女生	<input type="checkbox"/> Male <input type="checkbox"/> Female			申請人 email Contact email		
房客姓名 Tenant's Name	姓(Surname)      名(First Name)			房客電話 Tenant's Tel		
抵達日期 Arrival Date	年(Year)月(Month)日(Day) /      /			離開日期 Departure Date		年(Year)月(Month)日(Day) /      /
住宿月份 Staying month		住宿人數 Number of Person		進/退房 時間確認 Check- in/Check-out Date/Time Confirmation	預定入住時間 Check-in Date/Time	
					預定退房時間 Check-out Date/Time	
訂房間數 Number of Room/Deposit	雙人房 twin room (2 single beds) <input type="checkbox"/> NT\$8000 _____ 間 Room(s)			單人房 single room <input type="checkbox"/> NT\$6000 _____ 間 Room(s)		
	雙人房 double room (1 double bed) <input type="checkbox"/> NT\$8000 _____ 間 Room(s)			大間單人房 large single room <input type="checkbox"/> NT\$7000 _____ 間 Room(s)		
付款人 Payer	<input type="checkbox"/> 申請單位(人) Applicant <input type="checkbox"/> Student's Parents/Friends			付款人 姓名	Payer name:	
付款方式 Type of Payment	<input checked="" type="checkbox"/> 轉帳 Campus Credit Transfer 轉帳代碼 Account number: 230131234272 Bank code:822 Swift code: CTCBTWTPXXX Account name: DIA INTERNATIONAL ENTERPRISE LTD. Bank Name: CTBC Bank Co., Ltd. Bank address: 1F., No.168, Jingmao 2nd Rd., Nangang Dist., Taipei City 115, Taiwan (R.O.C.) ★Please be careful to fill out, do not write wrong, will not receive ★After the remittance is completed, please return the remittance receipt together with the reservation form to us.					
申請人簽名 Signature of Applicant					達亞大樓 Signature of Daya building	

### Booking process:

- 1.) Email send us the booking form. 2.) Receive a booking confirmation notice.
- 3.) Send the deposit and return the receipt. 4.) Complete the reservation.

### 訂房流程:

- 1.)回傳訂房單。 2.)收到訂房確認通知。 3.)匯款訂金並回傳收據。 4.)完成訂房

### Reservation Information:

- 1.) **mail: [daya12921163@gmail.com](mailto:daya12921163@gmail.com) Line ID: @cwa0798w**

(Be sure to join, and post back your name)

- 2.) Please show your ID (Passport) and pay in full when you check-in.

- 3.) At least 4 months during the reservation period. Deposit : 2 months rent

- 4.) Please remit 350 EUR/350 USD as a deposit for the reservation deposit, and the other insufficient amount should be paid in cash when checking-in.

- 5.) No smoking inside the building, we will charge \$ 5000 as the penalty.

- 6.) A double room has two beds; please find roommates on your own, Daya does not have matching service.

- 7.) **IMPORTANT: Fill in the account number correctly. If the account number is wrong, it cannot be transferred to our bank, and your payment will be returned. (The handling fee will be absorbed by the remitter)**

- 8.) You must wait for Daya to send back the booking confirmation before remitting the deposit.

- 9.) If you remit the deposit without Daya's consent, Daya has the right to refund the deposit (The handling fee will be absorbed by the remitter)

### 訂房須知:

- 1.)mail: [daya12921163@gmail.com](mailto:daya12921163@gmail.com)

Line ID : @cwa0798w(請務必加入，並回傳您的姓名)

- 2.)Check in 時請出示身分證(護照)辦理登記，並同時付清房款。

- 3.)訂房期間至少 4 個月以上，押金為房租定價 2 個月，退房時收取 1000 元清潔費。

- 4.)訂房押金請匯款 350 歐元/350 美金作為訂金，其他金額於入住時台幣現金支付。

- 5.)房內禁煙，房間抽菸，將收取 5000 元清潔費。

- 6.)雙人房為兩張床，請自行尋找室友，達亞不代找室友。

- 7.)重要:正確填寫帳號，若帳號寫錯，無法匯入銀行，將一律退回。(手續費由匯款人自行吸收)

- 8.)回傳訂房單不代表達亞同意入住，需等達亞回覆同意後才需匯訂金。

- 9.)未經達亞同意入住，將會退回訂金(手續費由匯款人自行吸收)。