

提前退宿與終止租約申請書

Early Checkout & Contract Termination Application Form

姓名 / Name		學號 / Student ID	
舍區 Dorm / 房號 Room No	舍區 Dorm : _____ 房號 Room No : _____	聯絡電話 / Contact No.	
申請日期 / Application Date	20____ / ____ / ____	預定離舍日 / Scheduled Checkout	20____ / ____ / ____
原合約期間 Original Contract Period	自 / From: 20____ / ____ / ____ 至 / To: 20____ / ____ / ____	提前退宿違約金規範 Penalty Policy	☐ 於 30 天前申請：免扣押金。 Exempt from penalty if applied 30 days prior. ☐ 未於 30 天前申請：扣一個月押金。 1-month deposit forfeited if under 30 days.
退款方式 Refund Method	☐ 臺灣在地銀行或郵局帳戶 (Taiwanese Bank/Post Account) ☐ 國際匯款 (International Wire - For Foreign Students Only) ☐ 支票退款(禁止背書轉讓・限外籍生申請) Check Refund(Endorsement prohibited, For Foreign Students Only)		
銀行帳戶資料 Bank Account Details	銀行及分行名稱 / Bank & Branch Name: _____ 帳號 / Account Number: _____		
注意事項 / Notice	本申請書一經櫃台收件提交，一律不得以任何理由要求修改或取消退宿日期。 <u>Once this application form is submitted and received by the front desk, requests to modify or cancel the checkout date will not be accepted for any reason.</u> 年繳優惠商品卡規定 Annual Payment Commodity Card Policy ☐ 符合提前申請退宿期限者（按比例扣回）Eligible for early checkout application deadline (refunded pro-rata) ☐ 學籍變更喪失住宿資格須立即退宿者（全額扣回）Loss of housing eligibility due to academic status change requiring immediate checkout (fully deducted).		
申請人簽章 Applicant Signature	本人已充分閱讀、理解並同意上述所有規定與退宿款項結算方式。 I have read, understood, and agreed to all the regulations and financial terms above. 此 致 太子建設開發股份有限公司。To: Prince Housing & Development Corp. 申請人簽名 / Signature: _____ 身分證字號 ID / Passport No. : _____ 戶籍地址 / Registered Address : _____ 日期 / Date: 20____ / ____ / ____		

宿舍專員簽名(僅為見證・不負法律責任) : _____ 日期 / Date: 20____ / ____ / ____

Dormitory Specialist Signature (For witness purposes only, bears no legal liability)

管理人員專區 (學舍填寫) / Management Office Use Only

櫃檯收件與核對 Front Desk Reception	收件同仁簽章 : _____ 日期 / Date: 20____ / ____ / ____	實際離舍日期確認 Checkout Confirmation	實際離舍日 : 20____ / ____ / ____ 檢查同仁簽章 / Inspector: _____
財務結算明細 Financial Settlement	應退費用總額 / Total Refund = (A) + (B) - (C) - (D) - (E) (A) 溢繳租金 / Overpaid Rent: NT\$ _____ (B) 應退押金 / Refundable Deposit: NT\$ _____ (C) 提前退宿違約金 / Contractual Penalty: NT\$ _____ (D) 年繳商品卡追補扣款 / Commodity Card Reclaim: NT\$ _____ (E) 扣損壞賠償 / Room Damage Compensation: NT\$ _____ 結算總金額 / Net Refund Amount: NT\$ _____		

現場主管 Supervisor Approval :

經辦人 Clerk Signature :

個資聲明：本表單蒐集之個人資料，僅作為住宿之登記管理、財務結算退款及客戶服務使用，並嚴格遵守個人資料保護法相關規定。

Personal Data Protection Statement: The personal data collected in this form is used solely for accommodation registration management, financial settlement refunds, and customer service. It strictly complies with all relevant regulations of the Personal Data Protection Act.