**國立東華大學學人宿舍及單身職務宿舍網路使用異動申請單**

**NDHU Faculty Quarters and Staff Dorms Network Cancellation / Reconnection Form**

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| 1.申請人  Applicant’s name |  | 2.申請日期  Application date | | Y/ M/ D/ | |
| 3.聯絡電話  Telelphone No. |  | 4.異動類型  Application type | | □ 停用Cancellation  □恢復使用Reconnection | |
| 5.E-mail | @ndhu.edu.tw | | | | |
| 6.宿舍位置  Location | * 學人宿舍   Faculty Quarters I | | * 學人招待所B、C 棟   Faculty Quarters II | | * 單身職務宿舍   Staff Dorms |
| 7.門牌/房號  House number/  Room number |  | | | | |
| 8.重要說明 NOTICE | | | | | |
| (1)使用宿舍網路每月須繳交網路使用費新台幣壹佰元整，直至搬離宿舍或向圖資處提出停用申請為止。  (2)費用計算：15日(含)前遷入者，繳交當月整月使用費，16日後遷入者，當月免繳使用費。  (3)繳交方式：  a.每月收到薪餉通知單支薪者：依薪資作業時間，於薪餉通知單中扣繳。  b.非每月收到薪餉通知單支薪者：於每月31 日前至本校行政大樓一樓台灣中小企銀櫃台繳費後，並將圖資處存根聯送交本處綜合業務組辦理。未按時繳費者，視同不使用。  (4)申請停用網路者，於圖資處收到申請單之次月起停止扣款並中斷網路連線。  **(5)同一使用者(同一戶)申請停用後，若欲申請恢復網路連線，需繳交「異動處理費」新台幣捌佰元整，直接於薪餉中扣款，或自行至台灣中小企銀繳納。** | | (1) A monthly network fee of NT$100 is charged until moving out of the faculty quarters or application to Office of Library and Information Services (OLIS) for cancellation of the service.  (2) Network fee - A full month fee is charged if move in on or before the 15th of each month; no payment for that month is required if move in after 15th.  (3) Payment:  a. Direct deduction from salary for those receiving monthly salary.  b. Payment to Taiwan Business Bank on or before the 5th day of each month for those not receiving monthly salary. A copy of the receipt with address marked should be forwarded to OLIS. Late payment is taken as cancellation.  (4)Cancellation - Effective one month after receiving this from by OLIS.  **(5)Reconnection - A fee of NT$800 is charged per household.** | | | |
| **9.申請人簽名Signed by applicant** | |  | | | |
| **圖書資訊處處理紀錄**(Columns 10-13 would be filled by Office of Library and Information Services) | | | | | |
| 10.綜合業務組  處理人員簽章 |  | 11.網路管理組  處理人員簽章 | |  | |
| 12.完成日期 | 年 月 日 | 13.圖資處主管核章 | |  | |

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