

温州肯恩大学校外住宿申请管理细则

温州肯恩大学住宿生活中心致力于创建一个安全、舒适的学习型生活社区。根据教育部精神，学校以极大限度保护学生安全为前提，在学校条件具备的情况下，要求学生在校内学生公寓住宿。如有极其特殊原因需校外住宿的同学，根据本管理细则提出申请，经校外住宿审批委员会会议做出决定。

一、审批时间

根据校历，每学年春季学期结束前和秋季学期结束前提出申请（具体截止日期以住宿生活中心邮件通知为准）。

二、申请时长

校外住宿申请时长分为一学年和半学年（一个大学期+一个小学期）。申请期限到期后将重新评估校外住宿的资格，如不符合校外住宿条件，需按要求返回校内住宿。

三、申请对象

原则上大三及以上有特殊情况，学校无法满足需求者可提出申请。

四、申请条件

1. 家在学校附近，有特殊情况需回家住宿者；
2. 因身心原因，父母来温州陪读，与父母同住者；

3. 异地实习或工作有特殊要求需外住者；

4. 其他情况极其特殊者

五、申请校外住宿必须提供以下材料

1. 填写《温州肯恩大学校外住宿申请表及学生承诺协议书》并签署；

2. 身心方面需提供二级甲等医院或权威专业医院提供的诊断证明等相关证明材料，附医院医生联系方式授权学校与相关单位、机构联系；

3. 实习方面需提供单位实习证明及外住需求的特殊原因证明；

4. 其他极其特殊情况证明

六、申请流程

1. 学生填写《温州肯恩大学校外住宿申请表及学生承诺协议书》并签署，附相关证明向书院导师提出申请；

2. 书院导师初审材料同意后将材料递交至校外住宿审批委员会；

3. 校外住宿审批委员会审批，报至分管校领导审批；

4. 校外住宿审批委员会与家长核实情况，将申请结果通知学生及书院导师。审批通过者须于夏季学期结束和冬季学期结束离校前办理退宿手续，退宿后加入校外住宿管理群。审批通过者逾期未完成退宿手续，视为校外住宿审批失效；审批不通过者，同

期不能再提交申请。

本管理细则自颁布之日起实施，最终解释权归温州肯恩大学
校外住宿委员会所有

温州肯恩大学校外住宿审批委员会

2022年04月08日

Administrative Rules for Off-campus Accommodation Application of Wenzhou Kean University

Wenzhou Kean University Residence Life and Housing Center is committed to building a safe and well-equipped learning and living community. According to the spirit of the Ministry of Education, the university requires students to live in student residence halls on campus for protecting students' safety to the greatest extent. Students who need off-campus accommodation for special reasons shall apply for off-campus accommodation in accordance with these rules and be subject to the decision of the Off-campus Accommodation Approval Committee.

1. Time of application submission

Application should be submitted before the end of Spring/Fall semester of each academic year according to the University Calendar (the specific deadline is subjected to the email announcement from Reslife).

2.Length of application

There are two types of length for application: one-year length and half-year length. After the application period expires, your eligibility for off-campus accommodation will be re-evaluated. If you are no longer eligible, you must return to on-campus accommodation as required.

3. Objects of application

Juniors and above (in principle) with special circumstances and the university may not meet the needs can apply.

4. Application conditions

4.1 Student who has accommodation near the university and live at home under special circumstances;

4.2 Students live with their parents for physical and mental reasons;

4.3 Internship in other cities or work under special circumstances;

4.4 Other extremely special circumstances.

5. The following materials shall be provided

5.1 Fill in and sign the Wenzhou Kean University Application Form for Off-campus Accommodation and Wenzhou Kean University Commitment Agreement for Off-campus Accommodation;

5.2 In terms of physical and mental health, relevant certificates such as diagnosis certificates provided by grade II A hospital or authoritative professional hospital shall be provided, and contact information of doctors of the hospital shall be attached to authorize the school to contact relevant units and institutions;

5.3 The internship certificate and the proofs of special reasons for off-campus accommodation need to be provided;

5.4 Other proofs for extremely special circumstances

6. Application process

6.1 Students should fill in and sign the Wenzhou-Kean University Off-Campus Accommodation Application Form and Agreement and submit relevant supporting documents to RHD;

6.2 RHD check the documents and submit to the Off-campus Accommodation Approval Committee;

6.3 The results of Off-campus Accommodation Approval Committee shall be submitted to the Vice Chancellor for Student Affairs for approval;

6.4 The Off-campus Accommodation Approval Committee inform the result of the application to the students, parents and RHD. If the application is passed, student shall go through the checking out procedures before leaving campus at the end of Summer/Winter semester and join the We-chat group for off-campus accommodation students. If the applicant fails to complete the check-out procedure, the approval for off-campus accommodation will be invalid. If the application is not passed, the application cannot be submitted again.

The article shall be implemented from the date of promulgation. The Off-campus Accommodation Approval Committee reserve all the right for the final explanation.

Wenzhou Kean University Off-campus Accommodation Approval Committee

April 8th, 2022