

温州肯恩大学学生寝室调换申请单

Wenzhou-Kean University Student Dormitory Transfer Application Form

申请人 Applicant		学号 Student ID	
联系方式 Contact		年级/专业 Grade/Major	
现居住寝室 Present Room		目标寝室及床位 Wish to transfer	
申请日期 Application Date		入住日期 Check in Date	
申请原因 Application Reason			
现室友 Roommates		新室友 New Roommates	
资产验收 Assets Check	1. 公寓家具及设施情况 2. 水电费情况 3. 房间钥匙、空调遥控 4. 公寓其他情况	确认无误后分别签字 原寝室楼栋宿管： 学生签字：	
		确认无误后分别签字 新寝室楼栋宿管： 学生签字：	
住宿费用变动 Accommodation Fee	<input type="checkbox"/> 不变 <input type="checkbox"/> 变动：原住宿费用： 换寝后费用：		
书院导师/日期 RHD Approval/Date			
财务部审批 Finance TB A218	若住宿费变动，请务必至财务部进行登记。 <div style="text-align: right;"> 签字： 日期： </div>		
一卡通中心 (TB A102) Campus Card Center			

备注：本表一式两份，一份学区专员保管，一份一卡通中心保管。请参照背面“寝室调换须知”

Note: Please Duplicate this form. Residence Hall Director & WKU Service Company keep form as record apiece.

温州肯恩大学学生公寓楼寝室调换须知

Wenzhou Kean University Room-Changing Notice

<p style="text-align: center;">属可调换寝室的合理原因（包括但不限于下述）</p> <p style="text-align: center;">The apply can only be approved after the acceptance of RA and RHD. The approval process should follow the rules below:</p>	
1、	由于校方原因导致的寝室硬件设备故障或损坏而造成学生无法居住的； the residence hall is uninhabitable for residents to live in because of the facility damage caused by the school;
2、	因学生身体原因确已无法居住在现有寝室的（需提供三甲医院相关证明）； residents can't live in the existing room because of the condition of the physical condition (the provement of the hospital is needed);
3、	经校方介入后，仍存在无法调解的寝室矛盾的； the conflict still exists after the intercession of the school;
4、	其他经认定须调换寝室的； other certain cases that should be approved;
<p style="text-align: center;">寝室调换原因充分合理的情况下，须按照以下原则进行调换：</p> <p style="text-align: center;">On the premise of acceptable reasons, the rules below should be followed:</p>	
1、	因校方原因导致的学生无法在原寝室居住而被迫调换的，学生可要求调换到不高于自己原寝室条件的空余房间具体床位可由学生与新寝室全体成员沟通后指定。 Residents who have to move out of the original room cause by the school have rights to live in other rooms of which the condition is not higher than the previous condition. Which bed to choose should be discussed among the new room members.
2、	由于校方提供的硬件原因使得学生无法居住而被迫搬离原寝室的，待校方将原寝室修缮完成后，学生应回到原寝室居住。 The members of the new room all have rights to be informed. If there are nonnegotiable conflicts, the members of the new room have rights to report to RA and RHD. If there is no problem above, the members of the new room cannot refuse the apply.
3、	新寝室全体成员有权利事先知晓（集中换寝除外）。如存在与新寝室成员有无法调解的寝室矛盾，新寝室成员有权向公寓文化助理（RA）和学区专员(RHD)提出。反之，如并无以上原因，新寝室成员不可无理由拒绝。 If the rooms of same condition as the previous one are available, residents are not allowed to apply for living in the rooms in higher condition; if not, the situation is depended.
4、	在同等条件床位有空余的情况下，学生不可要求调换到比原寝室条件更高的床位；如无同等条件的床位，可视寝室入住情况而定，学生事务中心保留最终决定权。 If the residents have to move out due to the facility reason, they are supposed to move back after the original room is available.