

# 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14天截止申请

## 二、申请对象

大三及以上有特殊情况，学校无法满足需求者可提出申请

## 三、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

## 四、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

## 五、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。审批通过者须于暑期离校前办理退宿手续，退宿后加入校外住宿管理群；审批不通过，同期不能再提交申请。

#### **六、相关校外住宿规定补充说明**

- 1.《温州肯恩大学学生相关收费管理细则》：因特殊原因确需住在校外的，应在当年缴费前向学生事务中心住宿生活中心提出申请，经分管财务的校领导审批后，可不缴纳住宿费。当年缴费以后，即使获批不住宿，也不再退还住宿费。
- 2.《公寓管理规定请假与校外住宿管理规定》：未经批准校外住宿的学生将受到纪律处分。

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审批委员会所有。

温州肯恩大学

校外住宿审批委员会

# 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

Be conducted before 14 days in the end of spring semester of each academic year according to the University Calendar.

### 2. Objects of application

Juniors and above with special circumstances and the university may not meet the needs can apply

### 3. Application conditions

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

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

3.3 Internship in other cities or work under special circumstances;

3.4 Other extremely special circumstances

### 4. The following materials shall be provided.

4.1 Fill in and sign the *Wenzhou Kean University Application Form for Off-campus Accommodation and Wenzhou Kean University Commitment Agreement for Off-campus Accommodation*.

4.2 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;

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

4.4 Other proofs for extremely special circumstances

### 5. Application process

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

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

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

5.4 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 summer vacation and join the We-chat group for off-campus accommodation students. If the application is not passed, the application cannot be submitted again.

## 6. Relevant supplementary contents

### 6.1 *Implementation Rules of Tuition and Fees at Wenzhou-Kean University*

For students who really need to live off campus due to special reasons, they shall apply to Student Affairs before the payment of the current year and get approval from the member of the university leadership in charge of the business, so as to get exempted from the accommodation fee. Once the accommodation fee is paid, it is not refundable even though the student is approved to live off-campus.

### 6.2 *STUDENT HANDBOOK-ASK FOR LEAVEAND OFF-CAPMUS HOUSING POLICY*

Living off campus without permission will be subject to disciplinary action.

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**