**淡江大學蘭陽校園學生宿舍臨時借住申請表**

Lanyang Campus Temporary Accommodation Application Form

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| **訪客（借住人）資訊**Visitor's Information |
| 姓名Name | 性別Gender | 國籍Nationality | 身分別Identity |
| 　 | 　 | 　 | 學生Student(就讀校系Department： ) | 其他Others： |
| 就業中Employment：(業別Occupation： ) |
| 借住期間Time： 年 月 日 時～ 年 月 日 時　 \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_~\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ |
| 借住事由Reason | 　 |
| 申請人Applicant | 承辦人Contractor |
| 姓名：Name電話：Phone |  |
| 會辦業務Administration’s Signature |
| 財務業務Financial Operation  | 出納業務Cashier  |
| 　 | 　 |
| 批示Approval |  |

備註Note：

1.本表適用於本校教職員工生及校友，其眷屬親友必須由本校教職員工生或校友代為申請訂房。

This form is applicable to faculty, staff and alumni of the University, whose dependents and friends must be requested by the faculty, staff or alumni of the University to make a reservation on their behalf.

2.申請表需於借住前3日提出申請，並完成繳費；假日不提供申請。

The application form must be submitted 3 days before the loan and payment should be completed; Applications are not available for holidays.

3.憑繳費收據向業務承辦人報到並領取寢室設備，退宿後應繳回所領設備。

Please show your paid receipt to dorm counselor and receive the room equipment. Please return the room equipment when you check out.

4.借住期間所使用之設備(施)如有損壞或遺失應照價賠償。

You shall pay a compensation for any missing or damaged items of the dorm facilities.

表單編號：DAG-Q03-001-FM24-01