

※ This is a guidance of Myeongryun Haksa(Seoul campus Dormitory).

To find the guidance of Bongryong Haksa(Suwon campus Dormitory),
please select 'Bongryong Haksa' on the first web page of dormitory website.

2019 Spring Semester Myeongryun Haksa Dormitory Admission Guidance

(The Humanities and Social Sciences
Campus Dormitory)



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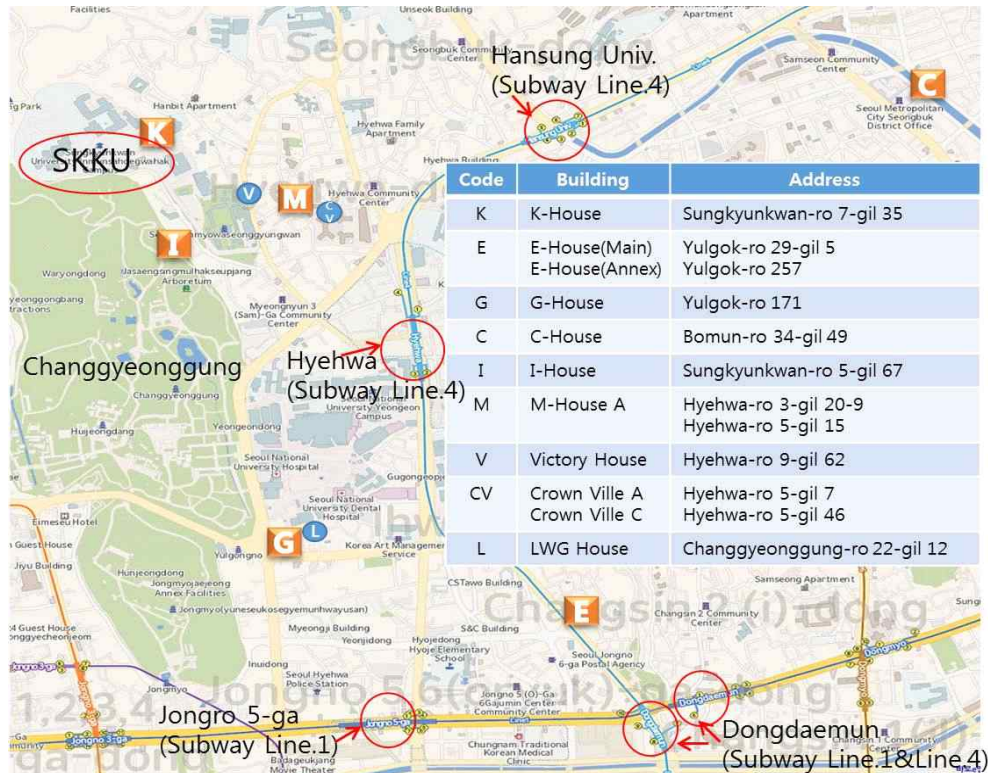
1 Location

1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory, known as Myeongnyun Haksa, is comprised of C, E, G, I, K and M Houses, which are managed directly by the university, and 4 Leased building accommodations.
- The Natural Sciences(Suwon) Campus dormitory, known as Bongryong Haksa is comprised of 5 dormitory buildings, In-, Ui-, Ye-, Ji-, and Shin-gwan, all of which are managed directly by the university.



2. Myeongnyun Haksa (Seoul Campus Dormitory) Location



- E-House/G-House/LWG House: A shuttle Bus runs during semester only. (To be announced)

2 2019-Spring semester Admission

1. Application Schedule

Stage	Details	Dates	Note
1 st term	Applying period	Jan.24.(Thu) ~ Feb.7.(Thu)	09:00 ~ 23:00
	Announcement of successful applicants and registration (Dormitory fee payment)	Feb.12.(Tue) ~ Feb.14.(Thu)	10:00 ~ 23:00
2 nd term	Applying period	Feb.15.(Fri) ~ Feb.17.(Sun)	09:00 ~ 23:00
	Announcement of successful applicants and registration (Dormitory fee payment)	Feb.19.(Tue)	10:00 ~ 23:00
Room Assignment	Announcement of the result of room assignment	Feb.22.(Fri)	After 17:00
Residence Period	Direct Dorm	Official Check-in	Mar.2.(Sat)
		Early Check-in	Feb.24.(Sun) ~ Mar.1.(Fri)
	Leased Building	Feb.28.(Thu)	Check-in After 09:00

2. Check-in Date (Optional)

Classification	Building	Early Check-in	Regular Check-in	Regular Check-out	Note
Direct Dorm	C/E/G/K/M-House	Feb.24.(Sun) ~ Mar.1.(Fri)	Mar.2.(Sat)	Jun.22.(Sat)	Spring Semester
Leased Building	Victory House, Crownville A/C, LWG	-	Feb.28.(Thu)	Aug.26.(Mon)	Spring Semester+ Summer Vacation

- Cannot apply for both Myeongnyun Haksa and Bongryong Haksa at the same time.
- Students can choose their early check-in date : one of dates from Feb.24.(Sun)~Mar.2.(Sat)
- You cannot revise the contents of application after application period expired.
- Not able to early Check-in before the official Check-in date, if you do NOT apply for EARLY CHECK-IN application.
- There is no early check-in for leased building. [Check-in from Feb.28.(Thu)]

3. Important Notes for 2018-Winter Vacation Residents

- 2018-Winter Residents must choose check-in date on Feb.24.(Sun). If you choose other date, you must check-out(move out) on Feb.24.(Sun) first and then you need to check-in again on that date or after few days.
- 2018-Winter vacation Direct dorm Residents ⇒ 2019-Spring Leased building : Moving on by Noon, Feb.28.(Thu)
- 2018-Winter vacation Leased building Residents ⇒ 2019-Spring Leased building : Moving after 15:00, Feb.27.(Wed)
- 2018-Winter vacation Leased building Residents ⇒ 2019-Spring Direct dorm : Moving on Feb.24.(Sun)
- 2018-Winter vacation Residents who did not success 2019-Spring semester application must check-out on Official check-out date, by Noon(12:00). on Feb.26.(Tue).

3 Dormitory Information and Fee

1. Direct Dormitory(Directly managed by SKKU)

Dorm	Gender	Room Type	Capacity (per.)	Dormitory Fee per day(KRW)	Total Dormitory Fee(KRW) (112nights)	Note
C-House	M	4People/ 2Rooms	50	11,400	1,326,800	*For Exchange students *Kitchen available
E-House (Main)	M	Single	2	20,000	2,290,000	*Single Rooms for disabled students *A Type: Basic room *B Type: A little noise
		Double	288	A:12,500	1,450,000	
			14	B:11,000	1,282,000	
E-House (Annex)	F	Double	88	A:12,500	1,450,000	*A Type: Basic room *B Type: It is smaller than A type
			12	B:11,000	1,282,000	
G-House	F	Single	20	20,000	2,290,000	*Single Rooms for disabled students
		Double	284	A:12,500	1,450,000	
			16	B:11,000	1,282,000	
K-House	F/M	Single	2	20,000	2,290,000	*Single Rooms for disabled students
	F	Double	246	14,000	1,618,000	
M-House	M	6People/ 3Rooms	18	14,400	1,662,800	*For Exchange students *Kitchen available

■ The deposit fee(50,000KRW) is included in the Total Dormitory fee (The deposit will be refunded into your Korean Bank Account after the Regular check-out date)

■ **If you choose Early Check-in, the dorm fee for corresponding days will be added.**

■ Dormitory fee differs by the allocated dormitory or Room Type A/B(Randomly allocated)

■ Only Registered students will be assigned in M-house.

■ Male students with disabilities can be assigned to K-house Single room. (Also, personal care attendants of the disabled can share going in and out.)

■ Exchange students must apply for dormitory through the International Office

2. Leased Building

Dorm	Gender	Room Type	Capacity (per.)	Monthly Fee(KRW)	Dorm Fee of 6months(KRW)	Maintenance Fee(KRW)	Utility Fee
Crownville A	M	Double	60	315,000	1,890,000	17,500	*Elevator/ Septic tank/ Water/Cleaning/ Communal Electricity
Crownville C	M	Double	30				
	F	Double	30				
Victory House	F	Double	70	A:300,000 B:270,000	1,800,000 1,620,000	15,000	*Water/Cleaning/ Septic tank/Internet /Communal Electricity
LWG	F	Single	3	400,000	2,400,000		
		Double	6	290,000	1,740,000		

■ There is a building manager who is in charge of leased building, he totally manages and controls whole Rental Studios.

■ Students must pay the additional fee separately(maintenance and utility fee/monthly) following to the building manager's direction individually.

If your maintenance and utility fee are overdue, residents will be evicted.

■ Victory-House Room Type A/B differs from the room size. Randomly assigned.

4 Using the Cafeteria (E-Zipbob / G-Breakfast)

1. How to Use Meal Coupon

Classification	E-Zipbob	G-Breakfast
Usage Period	- Mar.4.(Mon) ~ Jun.22.(Sat) Breakfast	
Excluding Date	- Early Check-in date/Sunday/Holiday	- Early Check-in date/Saturday/Sunday/Holiday
Valid Resident	- E-House resident who chose meal plan	- G-House resident who chose meal plan
Usage Count	- Limited number of counts on each meal - Max 3coupons per day (one for B/F, lunch, dinner each)	- 1coupon per day
How to use Meal coupon	- Selected meal coupons will be issued by electronic meal coupon. you can use the tickets in E-Zipbob cafeteria and G-Breakfast only. (NOT able to use in other cafeteria on campus) - When you tag your student ID Card on the smart card reader device, it is automatically deducted from your whole meal coupons. - Meal coupon of 2019 Spring is not valid after Jun.22.(Sat) breakfast.	

2. E-Zipbob

1) E-Operation Time

Meal time	Menu	Opening hour		Place
		Spring/Fall Semester	Vacation	
Breakfast	Korean Table (rice/soup/4side dishes)	07:30 ~ 09:30	07:30 ~ 09:00	E-House (Annex) 1 st Floor E-zipbob
Lunch		11:30 ~ 13:30	11:30 ~ 13:30	
Dinner	One dish meal (Main dish(ex. noodle, fried rice) + 3side dishes)	17:30 ~ 19:30 (Sat. 17:00 ~ 19:00)	17:30 ~ 19:00 (No dinner on Saturday)	

■ **Closed on Sunday/National holidays**

2) E-Zipbob Meal Price

Options		1Coupon	0.5meal/day 2days 1meal	1meal/day 1Day 1meal	1.5meal/day 2days 3meal	2meal/day 1day 2meal
Price per coupon		₩4,000	₩3,800	₩3,500	₩3,200	₩3,000
Spring Semester	Number of Coupons	-	47sheets	94sheets	141sheets	188sheets
	Total Price	-	₩178,600	₩329,000	₩451,200	₩564,000

■ Meal coupons can be purchased by vending machine at the cafeteria, but you can purchase them in discounted rate by purchasing in advance.

■ Meal Price is added on your dorm fee as many as you choose meal options. (Only for E-House Residents)

■ You can freely use your meal coupon whenever you want during the semester.

3. G-House Breakfast

1) Operation Hours

	Meal time	Meal time	Place
Breakfast	Korean Table (rice/soup/1side dish, kimchi)	Weekdays 7:30~9:30	Lounge on B1 in G-House

- Closed on Saturday/Sunday/National holidays
- Only for breakfast, No lunch, No dinner.
- G-Breakfast is not served when applicants are fewer than 30 Students.

2) G-Breakfast Price

Options	30sheets	40sheets	50sheets	60sheets	70sheets
(2,500won per 1sheet)	₩75,000	₩100,000	₩125,000	₩150,000	₩175,000

- Not available to buy single meal coupon each time
- Meal Price is added on your dorm fee as many as you choose meal options.
(Only for G-House Residents)
- Selected meal coupons will be issued by electronic meal coupon, you can use the tickets in G-Lounge only. (NOT able to use in other cafeteria on campus)

4. Changing meal coupon and refund

- To give opportunity to change the number of coupons after experiencing the cafeteria at the beginning of the semester, there will be a time **[Mar.11.(Mon) ~ Mar.15.(Fri) 13:00]** to apply to change the number of coupons once during the semester.
(Announce Dorm homepage early March)
- In case of cancelling check-in or checking-out midway, below refund policy will be applied.

Case		Refund Amount of Meal Fee	
Cancellation before the check-in date		- Full refund	
Leaving Mid-session	- more than 30 days remain until the check-out date	E-Zipbob	- Leftover will be refunded after 15 days deducted from your meal fee
		G-Breakfast	- Leftover will be refunded after 15 sheets deducted from your rest of breakfast meal coupons
	- less than 30 days remain until the check-out date	No refund	
Leaving mid-session for military service		Refund fully for the remaining days of meal coupon	

5 How to Apply for Admission and Method

1. Eligibility to Apply for Admission

- SKKU 2019-Spring New(Transferred) undergraduate and graduate students, registered(bescheduled) students.
- Student who can submit "Tuberculosis Check-up Result" verifying no abnormalities by the admission date.
- Students who finished curriculum, or graduated cannot apply to the dorm.
- If you got under 1.75 score in last semester grade, you will be NOT selected. Someone who has penalty points are able to apply for dorm application, however, you will be not accepted.
- The previous semester grade of flunked students will be regarded as 0.00 and dormitory application will be limited in this case.
- Incoming international exchange students who only took P/F classes will be requested a previous semester grade immediately before the exchange semester.
- Students who scheduled to leave in 2019-Spring semester cannot apply.
- From Apr.1, students on a leave of absence can be evicted from dormitory.

2. How to Apply for Admission



- Login [Kingo ID] on SKKU Website and then apply for your dorm on GLS.
- **New students can sign up Kingo Portal after tuition(deposit fee) payment.**
- **You cannot revise the contents of application after application period expired.**
- Further more information of application on GLS, please refer to attached files '**GLS Application Guide**'. on the list of Notice section.

3. Policy for Selecting Residents and Assigning Rooms

- Accommodation rate for each dormitory is 70%(Freshmen) + 30%(Registered student).
No limit for area/region.
- Specific department students, Foreign nationality students will be allocated in priority.
- Based on double occupancy or 2 rooms for 4 people or 3 rooms for 6 people.
- **Students who are priority selected could not be allocated of ones' first dorm preference. Therefore, you must apply your all preference dorms, from 1st to 6th dorm preference.**
- **Registered students will be allocated in priority during 1st application term only**
- Registered student: Selected based on previous grade(GPA). Undergraduate students will be given prior over graduate students in selection.
- 100% amount of dormitory capacity is selected at the 1st term. If there is any cancelation(not paid) made, in the 2nd term of selection will be proceeded.
- It will be allocated on the basis of your preference. Therefore, All students should apply for ones' second to sixth dorm preference.
- In principle, your roommate is randomly allocated.

4. The lowest GPA of the successful applicants in Previous Semester

Semester	2018-Fall		2018-Spring		2017-Fall		2017-Spring	
Dorm	M	F	M	F	M	F	M	F
E-House	2.82	3.59	4	4.2	2.06	3.58	4.03	3.97
G-House Single	-	4.06	-	priority	-	4.37	-	priority
G-House Double	-	3.65	-	4.23	-	3.58	-	4.17
K-House	-	4.1	-	4.34	-	3.47	-	4.4
Victory House	-	3.17	-	4.12	-	2.28	-	4.22
Crownville A	3.82	-	4.17	-	4	-	3.91	-
Crownville C	priority	3.81	priority	4.06	priority	3.43	priority	priority
LWG Single	-	priority	-	priority	-	priority	-	priority
LWG Double	-	priority	-	priority	-	3.19	-	priority

- The Lowest GPA(grade cutline) among 1st term accepted applicants.
- Those who are in priority selection

5. Checking admission Results and Individual Invoices



- 'Status Details' will show 'selected' or 'not selected', after selection result is announced.
- You cannot check whether your application has been selected before announcement.

6. Dormitory Registration (Dormitory Payment)

- Send the total payment to the bank account specified in your individual invoice.
- Must check your result of application(allocated dormitory/room type) and pay your dormitory fee.
- Individually-issued virtual account number matches only with the payment of name of '(student)' Payment succeeds when the payment is made with exact amount on the designated period.
- **If your payment is not fully made until the registration period, the admission must be cancelled.**
- **The system error after 17:00 on the last date of payment cannot be confirmed(Prefer make a payment before 16:00)**

7. IMT(International Money Transfer) Notes

- International remittance usually takes at least over 4 days, excluding national holidays, therefore, **You must send your dormitory fee at the first day of payment.**
- **Your application may be cancelled in case of your IMT delayed.**
- After payment, it is necessary to check whether your payment is fully completed.

6 Dormmate (Roommate System)

1. Purpose

- This is to benefit residents who have observed the dormitory rules well. It gives a chance for people who match well to live together and can increase satisfaction of dormitory life.

2. Eligibility for Application

- Both students who did not receive dormitory penalty points during 2018-Fall and 2018-Winter Vacation. **(New students cannot apply)**
- **Applying for dormmate is only available on 1st Admission period.**
- The other student also should never have given penalty points. The case that the other student has no penalty points since the person did not live in a dorm is also admitted.
- It is available only in case you chose double room in first choice.

3. How to Apply and check result

- 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure 'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.
- Dormmate can be assigned only when both students, who are willing to live together, assign each other.
- There will be no special announcement of the result of dormmate application; results can be checked by room assignment result.
- **In case of assigned Same Dormitory building/Same room type can apply Dormmate.**

4. Dormmate Ineligible Cases

- Applicants who do not select each other as dormmates
- Application is ineligible when even one applicant is not admitted to dormitory or two applicants are admitted to different dormitory/room type or even one applicant did not register for admission.
- In case of not paying in 1st payment period, check-in cancelled.
- Students who choose a different gender or assign ineligible dormmate such as graduate students and freshmen.
- Input details incorrectly(Student ID number or name).

7 Check-in procedure and Facility Information

1. Facilities

Classification			Facilities
Direct Dormitory	Room		Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router
	Common	Free	Water purifier, Microwave, Toaster, Fitness center(E/G/K-House)
		Charged	Washing machine, Drying machine, Printer
Leased Building	LWG House		Desk, Chair, Bed, Closet
	Victory House Crownville		Closet, Washing machine, Refrigerator, Air conditioner, Gas stove (electronic cooktop)

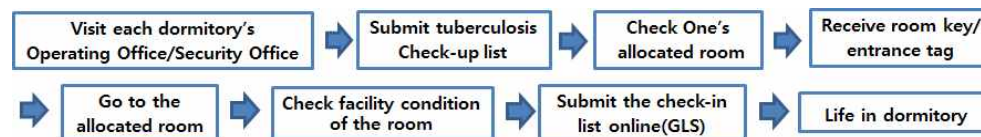
- Cooking is prohibited in the whole Direct Dormitory area.
- You cannot bring your own bed into your dorm room, the Leased building, due to room size.

2. To Be Prepared Individually & Prohibited Items

Classification	Items
Prepared individually	<ul style="list-style-type: none"> - Bedding(blanket, pillow, sheet, etc.), towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine - You should bring your own LAN wires and Wi-Fi Router in leased building.
Permitted Items	<ul style="list-style-type: none"> - Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, hand-held vacuum and fan
Prohibited Items	<ul style="list-style-type: none"> - Electric heaters, heated-water pad, candles, flammable products and alcohol
Register facilities	<ul style="list-style-type: none"> - In case of using refrigerator, Bicycle, Quickboard must register in advance. - GLS->Requirement Management->Dormitory->Visit Housing Office or Operating Office->Receive sticker->Put sticker on the facility - If sticker is not attached, penalty will be imposed. - * Only the refrigerator below 50L capacity is allowed.

- If you have the Prohibited Items in the room, You can get a penalty point.

3. Check-in Procedure



- Check-in can be made only on the very day of check-in date that residents designated, or after that day. Check-in cannot be made before the designated date of check-in.
- Available Check-in Time
 - **On Feb.24 : Students of Direct Dormitories(E/G/K/M-House) can Check-in after 15:00**
 - **From Feb.25 ~ : 09:00~22:00 (You should check-in before 18:00).**
 - After 18:00, your dormitory access with family members might be somewhat restricted, for the safety and convenience of all residents.
 - **Leased Building : You can check-in from Feb.28.(Thu).**
- On an official check-in day, check-in process runs in Information Desk, but after that day, check-in process operates in Security Office.
- All Students have to submit your Check-in confirmation form on your GLS online(No submit, Get penalty points)

4. Request of Repair

- When your room needs to be fixed by any problem, Please request repair on our Dormitory website, report the issue to Security guards or Housing office staff.

5. Dormitory Package-Delivery room

- If belongings are sent to dormitory by package-delivery service, that will be kept in dormitory package-delivery room.
- Please be aware of breakage and lost which might happen. Do not forget writing your name, ID number and contact number on package.
- Leased Building has no package-delivery room.

6. To do list after Check-in

Contents	Schedule	Note
- Submission of your check-in confirmation form	- Check-in date ~ Mar.15.(Fri)	- Submit your personal check-in confirmation form on GLS
- Taking part Orientation and, Suicide prevention lecture	- Mar.5.(Tue) 18:30 ~ 20:00 - Mar.6.(Wed) 18:30 ~ 20:00	- Participate once during the events - Further notice
- Fire evacuation drills	- Mar.18.(Mon) ~ Mar.20.(Wed)	- For more detailed information, visit our website
- Inspection all dorms	- the begin of April and June	

- **If you do not participate the events as above after entering the dormitory, you will get penalty points.**
- Housing office is going to post on your dorm bulletin board, dormitory homepage about Orientation, Fire Evacuation Drills, Procedure for Regular Check-in.

8 Submission of Tuberculosis Check-up Results

1. Submission of Tuberculosis Check-up Results

■ According to the Ministry of Education policy, ALL residents must submit Tuberculosis check-up result sheet which was taken within 1 year from the check-out date.

■ **Students who did not submit check-up result until check-in date cannot check-in.**

Classification	Case	Contents
Require submission	<ul style="list-style-type: none"> - Not once submit tuberculosis check-up - Students who participated medical check-up before on Feb, 2018 	<ul style="list-style-type: none"> - Students who do not submit check-up result cannot enter the dormitory.
Postpone submission	<ul style="list-style-type: none"> - During Feb.2018 ~ May.2018 - Students who did check-up individually and have record of submission - Students who participated medical check-up in campus 2018 	<ul style="list-style-type: none"> - Fill in checkup result submission pledge on check-in day.
Submit exception	<ul style="list-style-type: none"> - During Jun.2018 ~ Feb.2019, students who did check-up individually and have the record of submission. - Students who participated medical check-up in Gang-buk Samsung Hospital on Feb.2019. 	<ul style="list-style-type: none"> - No additional submission - But, Students who changed student ID number after submission check in operating office.

- It is possible to check the valid semester of your Tuberculosis check-up result on GLS.
- Students must check again. Only 'no abnormalities' result with clearly-written name, gender, birth date, check date is admitted.
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an X-ray machine. Please keep in mind that the results can take from few hours to 1~3 days depending on the clinic visited. Please check before check-in date.
- Submission of Check-up result: Visit dormitory Housing Office or Operating Office(Submission by post is not available).
- **Submitting a clear result of a tuberculosis check-up before dormitory entrance is mandatory. SKKU dormitory confirms only your result of 'TB Test' and does not require any other examinations.**
- **If you(who are under deferment/exemption)don't submit your TB Test Result or don't have Regular Checkup in Campus after you sign on Dorm Application Form, you will be expelled from dorm.**

2. Medical check-up schedule and Place

Classification	Schedule	Place
1 st (Hospital)	- Feb.7.(Thu) ~ Feb.28.(Thu)	- Gang-buk Sam-sung Hospital (Subway line.4 Seo-dae-moon-Station, Exit.4)
2 st (School)	- Mar.18.(Mon) ~ Mar.29.(Fri)	- Gallery area on 1 st floor in Business building, (Seoul Campus)
Reservation	<ul style="list-style-type: none"> - Reservation - No health check-up on Weekend(Sat./Sun.) 	
Preparation	<ul style="list-style-type: none"> - Passport 	
Checkup	<ul style="list-style-type: none"> - Chest X-ray(Tuberculosis check-up) - Checkup detail list(SKKU Health center website announce) 	
Note	<ul style="list-style-type: none"> - Fast for 8 hours before the check-up(prohibit coffee, green-tea, milk, sports drink, but little water can drink in case of taking medicine) - The all Dormitory Residents must check up - If your health checkup is not possible in your designated hospital, you need to submit your Tuberculosis result(chest radiography only) paper after X-ray screening in other clinic. - If you have early health checkup, you will not have to submit the document when you enter/ check in your dorm. - You must get health checkup at lease before 5days, in advance of your official check-in date. (except weekends) 	

3. How to make a reservation of your Medical check-up

Classification	Checkup Reservation
1 st	<ul style="list-style-type: none"> - Reservation by Telephone (Mandatory) - Gang-buk Sam-sung Hospital : ☎1599-8116 - Please Tell them "SKKU Dormitory health check-up" - Reservation Period : Jan.18.(Mon) ~ Dec.27.(Wed) - Possible to make your reservation after dorm application(Except Weekends and holidays).
2 st	<ul style="list-style-type: none"> - Online Reservation - School Website(www.skku.edu) -> Login KINGO ID -> GLS -> Application/Requirements Management -> Health care Center -> Click "Checkup Reservation" -> Save - Freshman can make a reservation after Friday, Mar.1
Note	<ul style="list-style-type: none"> - It is available for student to check-up once a year

4. Inquiry for Medical Check-up

Classification	Contact Number
Seoul	<ul style="list-style-type: none"> - Healthcare center of Humanities and Social Sciences Campus - ☎ 02)760-1229, 1230, 1239
Suwon	<ul style="list-style-type: none"> - Natural Sciences Campus - ☎ 031)290-5250, 5252, 5253

9 Refund Policy

1. Cancellation

Contents		Criteria of deduction
Cancel	- Cancel before the check-in date	Full refund
Direct Dormitory	- Cancel before one day that you chose to check-in	
Leased building	- Cancel by Feb.27	
Note	- How to cancel : Login Kingo->GLS->Dormitory application->Cancel check-in(Refund) [Click] - If you cancel SKKU admission first, your student ID number will not be activated so that you cannot access to Kingo ID and GLS	

2. Mid-session Check-out

Contents	Direct Dormitory	Leased building
Mid-session check-out	- Check-out or cancel after the check-in day that you chose (Include the very day) - Expelled because of penalty points	- Cancel or check-out (Include the very day) after Regular check-in day(Feb.28)
Refund amount	- You can get a refund after excluding 15 days' room rate and meal price(meal applicant only) from whole remaining days, in case of having over 30days (by May.22) from the official Check-out date. - No refund in case if less than 30days remain until the regular check-out date.	- None-refundable - In case of disease or any other reasons approved by dormitory director, apply direct dormitory refund policy.
Leaving the for military service	- A full refund in case of more than 15days left (by Jun.6) until regular check-out date.	- In case of having over 30days from the official Check-out date, refund after excluding 15days' room rate
Deposit	- The deposit will be refunded after your check-out date - The room is left in a state of uncleanliness, disrepair or facilities are missing, the sum amount needed to clean repair or replace items will be deducted from the deposit and any remainder which will be refunded.	- No deposit
Note	- Leaving the dormitory for military service: Must submit Confirmation of military leave or Military enlistment certificate document. - Leased building check-out because of Health problem(Disease): Must submit Hospital medical certificate or doctor's examination references.	

■ **After check-in date that you chose, regardless of whether you already check-in or not apply dormitory refund policy.**

■ Mid-session check-out : Visit Housing Office or Operating Office and submit the form

■ All refunds will take about 10days to be transferred to the residents' bank account which was registered in the admission application.

Penalty Points Under Dormitory Life

Category	Article	Contents	Demerit
Safety	1	Significantly inappropriate behavior in communal living such as theft, assault, gambling, sexual assault	20
	2	Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory during curfew hours (AM 01:00 - 05:00)	20
	3	Unauthorized visit or bring in to opposite sex's dorm	20
	4	Acts that deliberately damage the public property and facility in dormitory	20
	5	Unauthorized retention and use of flammable materials causing fire and ignition (fuel gas, petroleum, paint thinner, candles, mosquito-repellent, etc.)	15
	6	Smoking outside of designated smoking area	10
	7	Possession and use of non-permitted electronics other than allowed electronics (computers, printers, stands, chargers, hair dryers, auto power curlers, humidifier, fan, mini-vacuum)	5
	8	Abnormal usage of entrance gate, unauthorized access through abnormal passage (windows or terraces) or acts to send and receive objects through external passage	5
Communal Living	9	Changing room without notice, applying as a substitute for dormitory	15
	10	In addition to the residency period, a room occupied by unauthorized act	15
	11	Stealing and using IP and spreading falsity, cyber-bullying other students or disseminating virus	10
	12	Harming others by being unconscious or behaving indecently due to drinking and also drinking in dormitory	10
	13	Breeding or bringing into dorm and breeding pets	10
	14	Granting unauthorized access to non-residents and acts that let them enter dormitory during curfew hours (05:00~ next day 01:00)	8
	15	Bringing alcoholic beverages or keeping them in dormitory	8
	16	Act to transfer a student ID card, key or entry card to non-resident	8
	17	Behaving arrogantly or disobeying to the dormitory director, office member, house master, guidance-assistance, guard, and related staff and giving false statements for guidance or inspection	8
	18	Access at curfew time (01:00~05:00)	3
	19	Granting access to non-residents into a room without the consent of the roommate	3
	20	Using or moving dormitory equipment without permission.	3
	21	Obstructing the lives of other students with noise (playing a musical instrument, singing or speaking loudly, PC games, etc.)	3
	22	Using computer or lamp (excluding the lamp) without the consent of the roommate after 24:00	3
	23	Graffiti, Exhibition or distribution of advertising materials without permission	2
	24	Non-cooperative behavior in education or training regarding communal living or safety(dormitory OT, fire evacuation drill, etc)	2
	25	To know and acquiesce the violation of roommate	2
	26	Placing personal goods in public places (clothes horse, umbrella, etc.) and placing a bicycle outside of designated area	2
	27	Nailing or posting on the wall of dormitory	2
	28	Non-cooperative behavior in submitting required documents to dormitory (moving-in notification, check-in confirmation, etc)	1
Hygiene	29	Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate	5
	30	Making stain on the mattress without bed sheet or mattress cover (Residents who received waterproof pad should set the pad on the mattress)	3
	31	Disposing of rubbish somewhere other than the designated places or not conducting garbage separation in designated area	2
	32	Not receiving delivered food outside the building, or not leaving empty food containers outside of the building	2
	33	Not cleaning or organizing one's dormitory room	2

▶ Total point 20 or more: Have to go out from dormitory, lost right that apply for dormitory forever
 ▶ Total point 15 or more: Have to go out from dormitory, lost right that apply for dormitory a year
 ▶ Total point 10 or more: Have to go out from dormitory, No lost right that apply for dormitory(but, violation demerits 15days before retirement are carried over to the next semester or vacation and totaled)
 ▶ For the repeated violation or 'Dormate' students can be imposed on doubled demerit points as additional punishment
 ▶ In case of forced eviction, student must vacate the room within 4 days after demerit announcement
 ▶ We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same demerits on them
 ▶ It is possible to grant a demerit to all roommates about matters involving shared responsibility
 ▶ If the management staff including security guard catch a violation, he or she should turn over it to assistant lifestyle guidance
 ▶ In principle, we give out demerit points for each violation under the above-mentioned regulations, but for violations not mentioned above, the chief operating manager or dormitory director can adjust and impose demerit points depending on the situation.