※ **This information apply only to Natural Science Campus(SUWON) Dormitory.**
Information for Myungryunhaksa (Humanities and social sciences Campus Dormitory) can be found on their notice by selecting the 'Myungryunhaksa' on the first page of the dormitory homepage.

Summer Vacation, 2019

Dormitory Admission Comprehensive Information

(Natural Science Campus Dormitory)

SUNG KYUN KWAN UNIVERSITY
1398

Housing Office

Contents

1. Dormitory Organization

- The Natural Sciences (Suwon) Campus dormitory, known as *Bongryonghaksa* (봉룡학사/
  鳳龍學舍), is comprised of 5 dormitory buildings, known as In-, Ui-, Ye-, Ji-, and
  Shin-gwan, all of which are managed directly by the university.
- The Humanities and Social Sciences (Seoul) Campus dormitory,
  known as *Myeongnyunhaksa* (명륜학사/明倫學舍), is comprised of E, G, C, I, K and M
  Houses, and leased studio accommodation.

2. Campus map

- In-, Ui-, Ye-, and Shin-gwan are located in the university, but Ji-gwan is located in front of the
  north gate of the university (10m away).

3. Facilities in dormitory

In-room Facilities	-Heater and air conditioner, desk, chair, bed, wardrobe, laundry rack, wireless internet router, waste paper basket, brush and shovel
Communal Facilities	-Free to use: washing machine, iron, water purifier, microwave oven, TV, vacuum cleaner -Requiring payment: Laundry drier (₩1,000 per use), printer (₩40 per page)
Building -specific Notes	-Toilets and showers are communal by floor. Slippers are to be worn in rooms. -Shin-gwan: There is a bathroom with a shower in each room. Shoes are to be removed in rooms. Individual prepare a clothes horse. -In/Ui/Ye/Ji-gwan: Toilets and showers are communal by floor. House shoes are to be worn in rooms. -Shin-gwan: Bathroom with a shower in each room. Shoes are to be removed in rooms.

4. To Be Prepared Individually

All Buildings	-Bedding (blanket, pillow, sheet, etc.), clothing, towels, toiletries, hair dryer, desk lamp, personal computer, internet LAN cable, laundry basket, laundry detergent, personal hygiene products, emergency medicine, etc. -Multi-tap Use Policy: overload circuit breaker type, under 4 light bulbs, wire shorter than 3m. *The mattress size is 100cm × 200 cm
For Specific Dorm	-In/Ui/Ye/Ji-gwan: bathroom slippers -Shin-gwan: toilet paper, drying rack

5. Allowed/prohibited items

Allowed Items	-Computers, printers, desk lamps, chargers, hair dryers, hair tongs, humidifiers, hand-held vacuum cleaners and fans are allowed
Prohibited Items	-Electric heat mat (sitting mat) / hot water mat, electric heaters, candles, flammable products, alcohol, Coffee machine, Massage Machine etc. -All electric items excepting the allowed items.
Facility Registration	-Required to Register for usage of facilities (Bicycle, Motorcycle, Refrigerator) * Mini refrigerator which is less than 50L can be prepared by individual. -Tag/sticker should be attached within seven days after the check-in(purchase) -GLS > Application/Graduation Requirements Management > Dormitory > Application of facility usage Confirmation from the Dorm Office > Receive identification tag/sticker and attach on the bicycle -Refrigerator sticker need to register again, bicycle tag is valid one year.

6. Checking Detailed Information and Facility Photos

- Dormitory homepage https://dorm.skku.edu
- Dormitory homepage ► Click the "English" button ► Guide ► Dormitory ► Select the dormitory which you want
- You can check each dormitory's room facility photos, floor plans, conveniences, etc., and requirements of what you need to prepare yourself.

2   Resident Selection for Summer Vaction, 2019

1. Eligibility to Apply for Admission

- **Undergraduate and graduate students who will study in spring semester, 2019 .**
  - Students with postponed graduation of bachelor and master can apply.
  - Students supposed to be on gap-years on 2019-spring semester can apply.
  - Those who did receive an academic warning (under GPA 1.75) in the previous semester can apply.

2. Not Qualified Applier

- Those who are not prohibited from living in the dormitory because of penalty points

3. Schedule

Stage	Details	Dates	Notes
1	Apply	**May. 22. (Wed) 09:00 ~ Jun. 2. (Sun) 23:00**	• Can apply for early admission • "Dormate" can be applied • Individual application on GLS
	Announcement	**Jun. 5. (Wed) 10:00**	• Check individually on GLS
	Dormitory fee payment	**Jun. 5. (Wed) 10:00 ~ Jun. 9. (Sun) 23:00**	• Check individually on GLS • Closed at 23:00 on the dead line.
2	Applying to the dormitory	Jun. 10. (Mon) 09:00 ~ Jun. 12. (Wed) 23:00	• Equal to the above notes. • But, "Dormate" can not be applied for this period. • Freshman will be given priority selection
	Announcement	Jun. 14. (Fri) 10:00	
	Dormitory fee payment	Jun. 14. (Fri) 10:00 ~ Jun. 17. (Mon) 23:00	
Check-in	Announcement of room number	After Jun. 21. (Fri) 17:00	• Check individually on GLS
	Check-in day	Jun. 22. (Sat) noon	

- If you transfer the fee abroad, send us the payment receipt to our e-mail(dorm@skku.edu) before due payment closed date. Or else your application may be canceled automatically.

4. Option of Residence Period

Item	Residence period	
Whole Summer Vacation	Jun. 22. (Sat) ~ **Aug. 30. (Fri) 12:00**	69 days
Summer Semester	Jun. 22. (Sat) ~ **Jul. 13. (Sat) 12:00**	21 days

- Above two periods, it is possible to select one. And you cannot apply for both Seoul campus dorm and Suwon campus dorm together.
- The dorm application has nothing to do with the application of the summer semester. So, it is possible to apply for the summer vacation dorm without applying the summer semester classes.

5. Matters to be considered

- The dormitory's available places are all filled during Stage 1 of the application process. Only unpaid places are available for re-selection on Stage 2, so the Stage 2 selection success rate is extremely low.
- If you are selected but do not pay by the deadline, your selection will be cancelled automatically.

6. Number of Rooms Available to Eligible Applicants (Unit : people)

Category		In-gwan 4people 1room	Ui-gwan 2people 1room	Ye-gwan 2people 1room	Ji-gwan 2people 1room	Shin-gwan 2people 1room	Shin-gwan 4people 1room	Shin-gwan 4people 4rooms	Shin-gwan 6people 3rooms	Shin-gwan 3people 3rooms	Shin-gwan 1people 1room
Under-graduates	Male	●	-	-	●	●	-	●	●	●	-
	Female	-	-	●	-	●	●	●	●	●	●
Graduate Students	Male	-	●	-	-	●	-	●	●	●	-
	Female	-	●	-	-	●	●	●	●	●	●

- During the vacation, residents in Shin-gwan will be all in building A. Female students will be assigned the room on lower floors and male students will be assigned the room on upper floors in Shin-gwan A.
- In/Ye/Ji-gwan, students will be assigned the room on the lower floors during the Summer vacation. (Floors will depend on the number of applicants and the notice will be up after Jun. 21. (Fri).)
- If the number of graduate students applicants for Shin-gwan are below strength, the under-graduate students can be selected in the Stage 2.
- Shin-gwan 1 person 1 room is designed for the disabled and they will be allocated first and the remained rooms are to be assigned to undergraduate first and than graduate will be assigned.

7. Dormitory Fee (Summer vacation, 2019)(Unit: KRW)

Period	Dormitory (people/room)		Dorm fee per day	Deposit	Total amount of dorm fee per selected option (Daily dormitory fee x residence period + total meal cost + deposit)					
					On-site	0.5meal/D	1meal/D	1.5meal/D	2meal/D	2.5meal/D
					-	131,100	241,500	331,200	400,200	483,000
Whole summer vacation period (69 days)	In-gwan		4,270	30,000	324,630	455,730	566,130	655,830	724,830	807,630
	Ui/Ye/Ji-gwan		6,250	30,000	461,250	592,350	702,750	792,450	861,450	944,250
	Shin-gwan	2p/1r	10,950	50,000	805,550	936,650	1,047,050	1,136,750	1,205,750	1,288,550
		4p/1r	7,610	50,000	575,090	706,190	816,590	906,290	975,290	1,058,090
		4p/4r	13,130	50,000	955,970	1,087,070	1,197,470	1,287,170	1,356,170	1,438,970
		6p/3r	10,530	50,000	776,570	907,670	1,018,070	1,107,770	1,176,770	1,259,570
		3p/3r	17,250	50,000	1,240,250	1,371,350	1,481,750	1,571,450	1,640,450	1,723,250
		1p/1r	21,370	50,000	1,524,530	1,655,630	1,766,030	1,855,730	1,924,730	2,007,530
Period	Dormitory		Dorm fee per day	Deposit	On-site	0.5meal/D	1meal/D	1.5meal/D	2meal/D	2.5meal/D
					-	39,900	73,500	100,800	121,800	147,000
Summer semester period (21 days)	In-gwan		4,270	30,000	119,670	159,570	193,170	220,470	241,470	266,670
	Ui/Ye/Ji-gwan		6,250	30,000	161,250	201,150	234,750	262,050	283,050	308,250
	Shin-gwan	2p/1r	10,950	50,000	279,950	319,850	353,450	380,750	401,750	426,950
		4p/1r	7,610	50,000	209,810	249,710	283,310	310,610	331,610	356,810
		4p/4r	13,130	50,000	325,730	365,630	399,230	426,530	447,530	472,730
		6p/3r	10,530	50,000	271,130	311,030	344,630	371,930	392,930	418,130
		3p/3r	17,250	50,000	412,250	452,150	485,750	513,050	534,050	559,250
		1p/1r	21,370	50,000	498,770	538,670	572,270	599,570	620,570	645,770

8. How to Apply for Admission

- After paying SKKU's enrollment fee, freshmen should go to the university homepage (https://www.skku.edu), and join Kingo Portal. Then it will be possible to apply for dormitory admission.

SKKU Website (www.skku.edu) Click "GLOBAL" → KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm application

- The admission application system will not be in English, so you may need to download the "Guidance for Dormitory Application on GLS" file.

- After submitting your admission application you can modify the contents until the end of the application period. After this period, modification is impossible.

- To confirm what you apply:

SKKU Website (www.skku.edu) Click "GLOBAL" → KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm Info.

'application' appeared and when clicking it, the detailed information of your apply is appearing)

9. How to Check the Results and Invoices

SKKU Website (www.skku.edu) Click "GLOBAL" → KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm Info. → Invoice

- You cannot check whether your application has been successful before the results are announced. After the results are announced, success/failure are appearing.

- Send the total payment (maintenance fee + meal fee + deposit) by bank transfer to the account specified in your individual invoice.

- Each invoice will have a single-use account number. The account holder name will be the applicant's name. Payment can only be made as an exact amount during the period shown on the invoice.

- Take care in completing the payment fully, as failure to pay by the deadline will result in automatic cancellation of your admission.

10. Selection Rules

- Freshmen in spring semester, 2019 (undergraduate level, graduate school, and students who have transferred from another university) will be given priority in selection, and other students will be given priority in their first preference of dormitory and room type based on their previous grades.

- After assigning rooms based on first preference, if there are still vacant rooms then applicants who were not selected for their first preference but who chose the room types with vacancies as their second preference will be selected based on their grades. Therefore, students who do not choose preferences 2-7 will be last in order of selection.

- Every students qualified for the dorm application will be selected for vacation.

11. Assigning Rooms

- Room assignment will be done after payment. It is policy to put students of different major. When applying, you select your sleeping type and it is considered for dorm management to allocate rooms.

- Graduate students who lived in the dormitory during 2019 spring semester, who are selected for 2019 summer vacation, will usually be assigned the same room so they don't have to move.
  - Exceptional: Dormate selectees

- If students who are supposed to live in the same room where he/she have lived in 2019 Spring semester want to change room should visit the dorm office and apply for the room change til Jun. 17. (Mon) 17:00.

- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all country can be room mate each other.

3 | Using the Cafeteria

1. Cafeteria Facilities

- The same menus are directly cooked and served at three cafeterias.

Dormitory Cafeteria	Intended Users
Ui-gwan Cafeteria	For Ui-gwan residents and non-residents
Ji-gwan Cafeteria	Only for Ji-gwan residents
Shin-gwan Cafeteria	For Shin-gwan residents and non-residents

2. Cafeteria Operation Times and Menus

Meal	Mealtime	Limit of Electronic Meal Tickets at One Mealtime	Menu Pattern
Breakfast	08:00-09:00	2	• One menu (Korean food or bread set on alternating days) • Protein powder (weekdays only)
Lunch	12:00-13:00	2	• One menu • Protein powder (weekdays only)
Snack	15:00-16:00	1	• [Happy hour] Ramyen (Weekdays only)
Dinner	18:00-19:00	2	• One menu • Protein powder (weekdays only)

‣ During summer semester period (Jun.22.(Sat)~Jul.13.(Sat)), lunch on weekdays will be offered from 11:30.

3. What to Use and How to Use Them

- Residents who chose a meal plan when applying for admission to the dormitory: swipe your student ID tag (card or mobile phone) to use meal tickets automatically.

- Residents who did not choose a meal plan when applying, and non-residents: pay by card at the counter or buy tickets by cash at the vending machine.

- The number of electronic meal tickets stored on your student ID card which you can use at each mealtime is limited (up to 5 times a day), and these cannot be given to other people.

4. Dormitory Meal Tickets Apply System

- Residents who chose a meal plan when applying for admission to the dormitory and pay in bulk can use the cafeteria at discounted amount.
- **Select 1 meal plan among 6 type.**
  0.5 meal, 1 meal, 1.5 meals, 2 meals, 2.5 meals, No meal (personally purchase the meal ticket)
  - "1 meal", "1.5 meals" etc means the average of the available meal ticket during semester.
  For example, "1 meal" means that you eat averagely 1 meal per day during semester (100 days) not meaning of only 1 meal per day. Therefore you can use the 100 tickets when you want to use it.
- Residents who did not choose a meal plan when applying, and non-residents: pay by card at the counter or buy tickets by cash at the vending machine.
- Selected meal plan can be used in the dormitory where you live in and can not be used in other dormitory or cafeteria in campus.
- During the summer vacation, cafeteria has **only one menu** and **there will be no meal plan change period.**

5. Quantity and Price of Meal ticket by chosen options

- You can use a discounted rate if you choose a meal plan when applying for admission.
- Meal tickets bought at the vending machine, or meals bought by card at the counter, cost ₩4,000 each. (as shown in the "No meals chosen" column in the table below)

Options	Price	Price /Number of meals	
		Price for the whole vacation **(69 days)**	Price for the summer semester **(21 days)**
0.5 meal per day	₩3,800	**₩131,100** (35 tickets)	**₩39,900** (11 tickets)
1 meal per day	₩3,500	**₩241,500** (69 tickets)	**₩73,500** (21 tickets)
1.5 meals per day	₩3,200	**₩331,200** (104 tickets)	**₩100,800** (32 tickets)
2 meals per day	₩2,900	**₩400,200** (138 tickets)	**₩121,800** (42 tickets)
2.5 meals per day	₩2,800	**₩483,000** (173 tickets)	**₩147,000** (53 tickets)
No meals chosen	₩4,000	Pay meal ticket by credit card or cash at the cafeteria	

- Whole summer vacation residents can use the given meal tickets from Jun.22.(Sat) lunch to Aug.30.(Fri) breakfast, and summer semester period residents can use it until Jul.13.(Sat) breakfast.

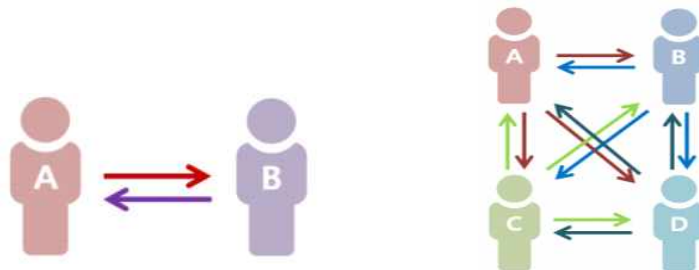## 4 | Dormate (Applying for Roommates)

1. Purpose
- 'Dormate' means applying for roommate at SKKU dormitory. This is to benefit exemplary residents who have been following the dormitory rules. It gives a chance for people who match well to live together and can increase satisfaction in dormitory life.

2. Eligibility for Application
- Students who did not receive dormitory penalty points during Semester 1, 2019.
- Students applying for admission in Stage 1
- Graduates students can apply for Dormate
- Students who choose 2 people 1 room (Ye/Ji/Shin-gwan), 4 people 1 room (In/Shin-gwan), 6 people 3 rooms (Shin-gwan) as their first preference when applying for admission
- If students who are supposed to live in the same room that they have lived in are selected on Dormate, they can be moved to the Dormate floor.

3. How to Apply & Check the Result
- Dormate application is a part of the admission application procedure. If you are ineligible for Dormates, then this part of the procedure will be deactivated.
- Dormates must **assign each other as chosen roommates** in their respective applications. They must choose the same type of room - select 1 person for 2-people-1-room, 3 for 4-people-1-room.
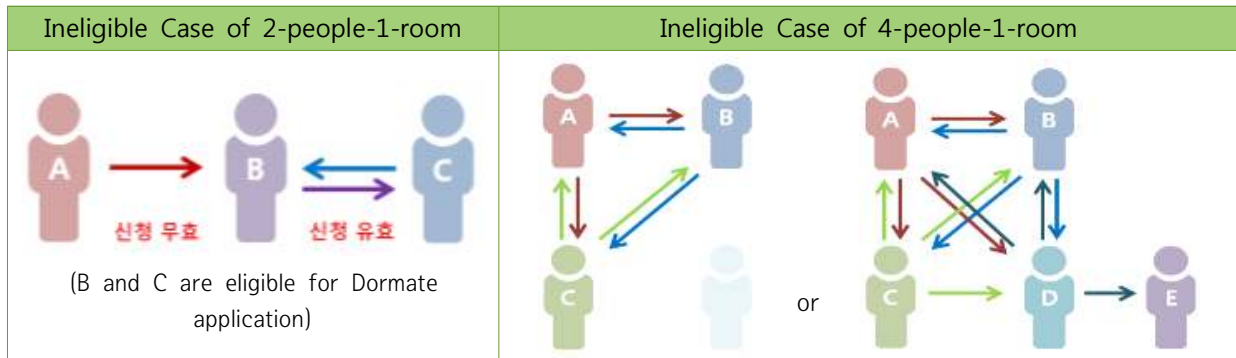
- For 6-people-3-rooms, 2, 4, or 6 people need to assign each other as Dormates. (3 or 5 people as one group are not applicable.)
- For detailed information on Dormate application, download the GLS Admission Application Help file.
- Only admitted when all applicants are done with registration. Selected students will receive a message on Jun. 10. (Mon). after 15:00.

4. Dormate Rule

(1) Ineligible Cases

▪ Applicants who do not select each other as Dormates
   (e.g. A selected B, but B did not select A or selected other students, or even If one person in 4 people 1 room or 6 people 3 rooms is left out for the application

Ineligible Case of 2-people-1-room	Ineligible Case of 4-people-1-room
 (B and C are eligible for Dormate application)	or

▪ Student who apply for domemate between the applicant for whole vacation and the applicant for the semester period (whole vacation and semester period will be allocated different floor and room)

▪ Selected Dormates who are assigned a different room type, are not selected for the dormitory, or did not register admission

▪ Students who choose a different gender, graduate students, freshmen, or ineligible Dormates

▪ The computer will automatically select cases which meet the selection criteria exactly, using students' names and ID numbers, so if you input details incorrectly then the responsibility lies with the applicant.

(2) Method of Selection and Number of Applicants to Be Selected

▪ Only admitted when all applicants are done with registration. Selected students will receive a message on Jun. 10. (Mon) after 15:00.

▪ When selected, you may move to that room. It will not be possible to change or cancel this.

(3) Dormate Life Rules

▪ When selected as a Dormate, if responsibility for penalty points is deemed to be shared, then the points will be doubled as additional punishment.

▪ In terms of Dormate, there are frequently asked questions are available on **dorm website ► FAQ.** Leave a questions on Q&A for further questions.

5   Submission of Tuberculosis Test Results

1. Rules Regarding Submission of Tuberculosis Test Results★★★

- According to the Ministry of Education policy, all admitted residents must submit the tuberculosis check-up test report which conducted within a year after the check-out.
- If you do not turn in the test result on the check-in date, **you won't be able to check-in.**
- But, there are exceptions or postpone for submission in certain condition as following:

*Check your latest date of TB(check x-ray)test result.

Check-up date: ~Aug. 2018	☞	**Mandatory submission**
- Students who had a check-up before Aug. 2018 - or have not check-up results.		**Submit TB result on the check-in date. On the check-in date, won't be able to check-in without the TB result submission**
Check-up date: Aug. 2018 ~ Jun. 2019	☞	**Exceptions of submission**
- Students who had done a exam outside the campus and submitted TB result to the office. - Students who attend at the campus health check-up in Feb.~Apr. 2019		No need to submit other papers (Students whose ID number has been changed after check-up must inform the office.)

- Only applicants with clearly-written **name, gender, date of birth, <u>date of chest x-ray and clear results</u>** (**shown as Normal/Tuberculosis not found/Full recovery)** can be accepted. (need to turn in TB test result not the x-ray film.)
- The check-up result must be submitted on site at the entrance processing place on the check-in date (mail delivery unacceptable).
- Freshmen and admitted residents are recommended to arrange the schedule to receive a free campus health check-up. (Refer to the next page)
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health centre, internal medicine clinic, or hospital equipped with an x-ray machine. <u>The results can take 1-3 days depending on the clinic visited, so please bear your check-in date in mind and have the health check-up in advance.</u>

6   Admission(Check-in) Procedure

1. Admission Procedure

- Check-in procedure: Bring your tuberculosis check-up result and your I.D. card (Korean ID card; Alien Registration Certificate; Passport). ► Check your room number on the notice on the management office wall or on GLS. ► Receive your room key, entry card, and information leaflets. ► Go to your assigned room. ► Check the in-room facilities. ► Submit confirmation of admission online.

- **Possible check-in times: 09:00~17:00** (Outside these hours, for residents' safety and convenience, the entry of accompanying family into the building and the renting of a cart can be limited.) To reduce congestion on check-in days, temporary management offices will be operating at the locations in the table below.

Dormitory	In/Ui/Ye-gwan	Ji-gwan	Shin-gwan
Reception for Check-in	Ui-gwan entrance Temporary Management Office	Ji-gwan Temporary Management Office (1F)	Shin-gwan Temporary Management Office (Middle Auditorium, B1F of Shin-gwan B)

2. Admission Period Assistance Details

- Receiving parcels: If you send parcels to the dormitory 3-5 days before the check-in date then they will be stored in the parcel storage room on delivery. (However, please be aware that parcels may be damage or loss. Also please write your name and phone number on the box.)

- Borrowing a cart: You can borrow a cart in each dormitory, but due to limited space in the elevator, it may be crowded, and because of many people it may take a long time. It will be easier if you bring your belongings in wheeled suitcases, or you can prepare your own small cart.

- For the early check-in or the regular check-in, we provide free campus parking ticket. (There is an exception of Ji-gwan since the building is located outside the campus.)

3. Instructions

- Dormitory life is communal and the room is small, so please do not bring things which could give your roommate discomfort, or prohibited items with you.

- To avoid discomfort to your roommate, try not to bring your family into the room or aisle during your stay, and try to do your own cleaning and laundry, not relying on your family.

7 | Dormitory Life Rules

1. Dormitory Etiquette

- As dormitory is a communal space, we had established the regulations on safety / communal living / hygiene, if resident who violates the rule, then the penalty points will be given. depending on the level of imposed penalties, you can be moved out, or lose the right to apply for dormitory. Therefore, you need to take special attention to the following materials. (Refer to the next page)

- Also we impose a curfew to reduce the roommate or neighbor's issue on making noise at night. Curfew time is Monday to Friday 01:00~05:00 a.m. (There is no curfew on Saturday and Sunday.), you still can pass the gate but you will receive 3 penalty points. But, graduate students do not have curfew and during exam period, we temporarily suspend the curfew for undergraduate students as well.

2. Multi-Outlet Usage

①Electricity overloads blocker: To protect the electronic from the overloads

②Power switch: To control the power by using switch from going on/off.

③Cable length less than 3 meters: Longer the cable gets, more heat it will emit.

④Multi-outlet with less than 4 sockets: To prevent ground fault and   electric shock, must use the one that has 4 sockets or less.

⑤Ground type plug: When accident occurs, it protects cable routes.

Dorm Multi-Outlet Extension	Restricted to use
① 과부하차단기 과부하로부터 기기를 보호하는 기능 / ③ 전선 길이 3m 이하 전선의 길이가 길면 자체 저항이 커서 열 발생량이 많으므로 3미터 이하의 것을 사용 / ⑤ 접지형 플러그 지락 사고 시 선로 및 기기를 보호하는 기능 (인체감전사고를 예방) / ② 전원제어스위치 On/Off 스위치로 전원을 통제하는 기능 스위치에 과부하 차단기능이 있을 경우, ①항목 배제 가능 / ④ 4구 이하 접지형 콘센트 지락 사고 시 선로 및 기기를 보호하고 인체감전사고를 예방하며 다량 접속 사용을 방지하기 위해 4구 이하의 콘센트를 사용해야 함 To prevent accidents, personally brought extension must meet the following criteria.	 With no switches of controlling power or blocking overloads Multi-outlet with more than 5 sockets

3. Voluntary Sleep Out Reporting System

- When a student sleep out of the dorm for long period of time(longer than five days of weekdays), we make contact to the student or guardian for the safety.

- If students plan to stay out of the dorm should report through GLS in advance. We will not contact guardian unless students report themselves. Therefor self-reporting is highly recommended.

4. Penalty Points Under Dormitory Life Rules

Category	Article	Contents	Point
Safety	1	Significantly inappropriate behavior (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 others 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 pets in dormitory	10
	14	Letting non-residents enter dormitory other than curfew hours (AM 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, disobeying to the dormitory director, office member, house master, guidance-assistance, guard, related staff, giving false statements for guidance or inspection	8
	18	Access at curfew time (AM 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 12	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 15 days 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
▶ 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 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.

9 | Open Kitchen

- Open kitchen is for foreign students in the dormitory who should cook their own meal necessarily because of cultural differences.

- Current users who will leave the dormitory after summer vacation should return the container box when check-out. If you don't return it with the key, the fee for the container (10,000 won) will be deducted from your deposit. Also open kitchen entry is not possible right after the check-out.

- Spring semeter users who will live in the dormitory during summer can use the open kitchen without registering again if you are the intended users of currently using open kitchen.

- If you want to stop using the kitchen, refrigerator container should be returned to the dormitory office.

Open Kitchen	Intended Users
Ui-gwan kitchen	Only for Ui-gwan residents
In-gwan kitchen	For residents in other dormitories

- If the current Ui-gwan open kitchen users are allocated to other dormitories not Ui-gwan, students should follow the check-out process and register for In-gwan open kitchen

- For those who are using In-gwan open kitchen and want to use it for spring semester, students don't need to register again regardless of the dormitory for spring semester.

- Registration for 2019 summer semester will be on **June. 17. (Mon)**. For those who want to use the kitchen for spring semester, we will get applications online. This application will be made on a first-come-first-serve basis.

10   Dormitory Fee Refund Policy

1. Dormitory Fee Refund Policy

Type	Standard	Refund	Procedure
Leaving dormitory before the check-in date	・Student who decide to cancel the application after the acceptance before your check-in date. (At least one day before your chosen check-in date)	100% refund	• GLS→Dorm application→ click the [Leaving dormitory] • You should apply until the day before your check-in date. • Freshmen who cancel the enrollment need to be confirmed through admission office.
Leaving dormitory in the mid-session	・Leaving dormitory after the check-in date. ・If less than 30 days remain till the check-out date (until July 29), there will be no refund.	・You will be refunded the daily rate of maintenance and meal fees based on the number of days left till the check-out date (Aug. 30.) with a penalty of 15 days' fees ・There will be no refund less than 30 days remain till the check-out date.	• On the day you want to leave, visit dormitory office to fill out the application form after cleaning your room. • If dormitory office is closed during holiday, you should come the day before and fill out the application form.

- If residents plan to leave in the mid-session **need to come to dorm office to turn in paper works and agree on refund policy.** Therefore you need to visit office during our office hours and even if you already have checked out your room, the office check out date is the date you submit paper works at office.

- If you are expelled because of penalty points, or you decide to leave mid-session because of health or other personal reasons, the same mid-session refund rule applies.

- The deposit will be refunded in full unless the room is left in a state of uncleanliness or disrepair, or fixings are missing, in which case the sum needed to clean, repair or replace things will be deducted from the deposit and any remainder will be refunded. (Poor cleaning: ₩10,000; key loss: ₩10,000; entry card loss: ₩10,000; damaged/lost equipment: necessary sum to fix/replace)

- All refunds take about 3 weeks to be deposited in the bank account which was registered in the admission application. Therefore, responsibility for delay caused by inaccurate details in the application lies with the resident.

- Since the **Summer semester period is less than 30 days, a dorm fee is non-refundable.**

11 | Inquiries

Due to a high number of phone inquiries, it may be easier to make inquiries on the homepage's Q&A page, or by e-mail.

Homepage	**https://dorm.skku.edu** (You can use Q&A after logging in with your Kingo Portal ID.)
Email	**dorm@skku.edu**
Telephone	(031) 290-5181~6
	Weekdays 09:00-17:00 (except lunch: 12:00-13:00)