※ **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 Fall Semester
# Myeongryun Haksa
# Dormitory Admission Guidance

## (The Humanities and Social Sciences Campus Dormitory)

SUNG KYUN KWAN UNIVERSITY
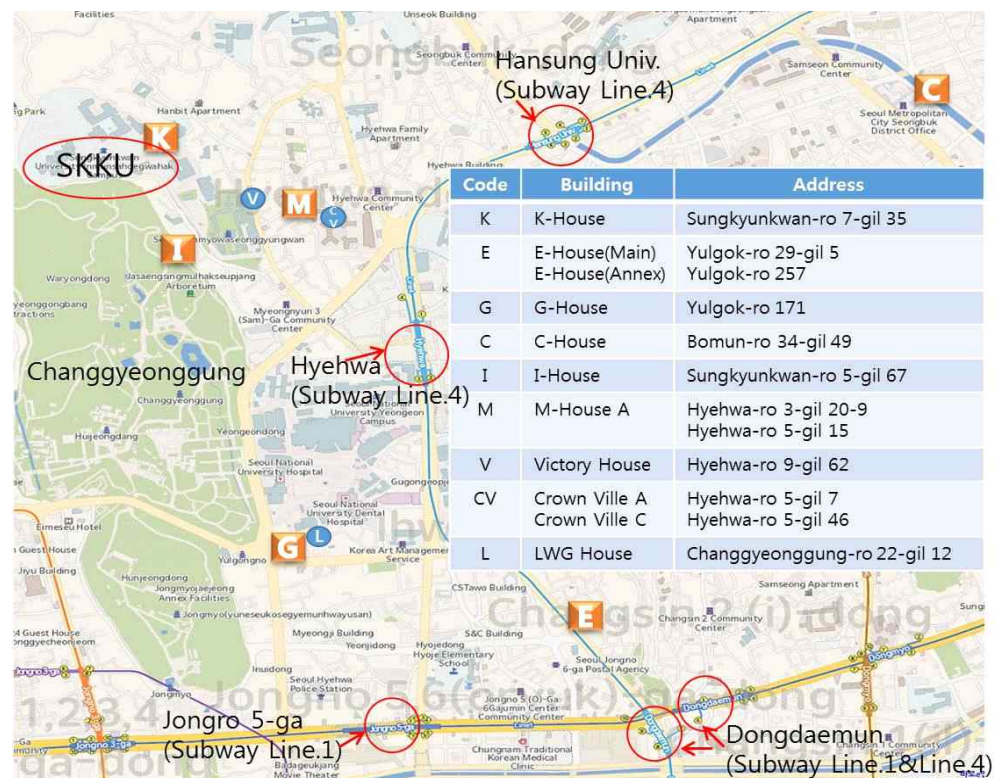
# Contents

## 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. Myeongryun Haksa (Seoul Campus Dormitory) Location



| Code | Building | Address |
|---|---|---|
| K | K-House | Sungkyunkwan-ro 7-gil 35 |
| E | E-House(Main) E-House(Annex) | Yulgok-ro 29-gil 5 Yulgok-ro 257 |
| G | G-House | Yulgok-ro 171 |
| C | C-House | Bomun-ro 34-gil 49 |
| I | I-House | Sungkyunkwan-ro 5-gil 67 |
| M | M-House A | Hyehwa-ro 3-gil 20-9 Hyehwa-ro 5-gil 15 |
| V | Victory House | Hyehwa-ro 9-gil 62 |
| CV | Crown Ville A Crown Ville C | Hyehwa-ro 5-gil 7 Hyehwa-ro 5-gil 46 |
| L | LWG House | Changgyeonggung-ro 22-gil 12 |

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

## 2 | 2019-Fall semester Admission

### 1. Application Schedule

| Rounds | Details | Dates | Note |
|---|---|---|---|
| 1st round | Applying period | July.25.(Thu) ~ Aug.4.(Sun) | 09:00 ~ 23:00 |
| | Announcement of successful applicants and registration (Dormitory fee payment) | Aug.7.(Wed) ~ Aug.11.(Sun) | 10:00 ~ 23:00 |
| 2nd round | Applying period | Aug.12.(Mon) ~ Aug.15.(Thu) | 09:00 ~ 23:00 |
| | Announcement of successful applicants and registration (Dormitory fee payment) | Aug.19.(Mon) ~ Aug.20.(Tue) | 10:00 ~ 23:00 |
| Room Assignment | Announcement of the result of room assignment | Aug.23.(Fri) | After 17:00 |

■ A second round will be held in case of vacancies after the first.

■ Additional round will be held in case of vacancies after the second. (The schedule will be released later)

### 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 | Aug.30.(Fri) ~ Aug.31.(Sat) | Sep.1.(Sat) | Dec.21.(Sat) | Fall Semester |
| Leased Building | Victory House, Crownvile A/C, LWG | - | Aug.28.(Wed) | 2020. Feb.25.(Tue) | Fall Semester+ Winter Vacation |

■ Cannot apply for both Myeongryun Haksa and Bongryong Haksa at the same time.

■ Students can choose check-in date (including Early Check-in) : Aug.30.(Fri)~Dec.1.(Sun)

■ You cannot revise the contents of application after the application period.

■ 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 Aug.28.(Wed)]**

### 3. Important Notes for 2019-Summer Vacation Residents

■ **2019-Summer Residents must choose check-in date on Aug.30.(Fri). If you choose other date, you must check out(move out) on Aug.30.(Fri) first and then you need to check in again on that date or after few days.**

■ 2019-Summer vacation Direct dorm Residents ⇒ 2019-Fall Leased building
  : Moving on after Noon, Aug.28.(Wed)

■ 2019-Summer vacation Leased building Residents ⇒ 2019-Fall Leased building
  : Moving after 15:00, Aug.27.(Tue)

■ 2019-Summer vacation Leased building Residents ⇒ 2019-Fall Direct dorm
  : Moving on Aug.26.(Mon)

■ 2019-Summer vacation Residents who did not success 2019-Fall semester application must check-out on Official check-out date, by Noon(12:00). on Aug.26.(Mon)

## 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) (111nights) | Note |
|---|---|---|---|---|---|---|
| C-House | M | 4People/ 2Rooms | 25 | 11,400 | 1,315,400 | *For Exchange students *Kitchen available |
| E-House (Main) | M | Single | 2 | 20,000 | 2,270,000 | *Single Rooms for disabled students *A Type: Basic room *B Type: A little noise |
| E-House (Main) | M | Double | 288 | A:12,500 | 1,437,500 | |
| E-House (Main) | M | Double | 14 | B:11,000 | 1,271,000 | |
| E-House (Annex) | F | Double | 88 | A:12,500 | 1,437,500 | |
| E-House (Annex) | F | Double | 12 | B:11,000 | 1,271,000 | |
| G-House | F | Single | 20 | 20,000 | 2,270,000 | *2Single Rooms for disabled students *A Type: Basic room *B Type: It is smaller than A type |
| G-House | F | Double | 200 | A:12,500 | 1,437,500 | |
| G-House | F | Double | 16 | B:11,000 | 1,271,000 | |
| K-House | F | Double | 246 | 14,000 | 1,604,000 | *Single Rooms for disabled students |
| M-House | M | 6People/ 3Rooms | 25 | 14,400 | 1,648,400 | *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 will be added accordingly.**

■ Dormitory fee differs by the allocated dormitory or Room Type A/B(Randomly allocated)
■ People without disabilities may be accepted to the E/G-house if people with disabilities have not applied
■ 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. If you apply through GLS you will not be guaranteed a room.

### 2. Leased Building

| Dorm | Gender | Room Type | Capacity (per.) | Monthly Fee(KRW) | Dorm Fee of 6months(KRW) | Maintenance Fee(KRW) | Utility Fee |
|---|---|---|---|---|---|---|---|
| Crownvile A | M | Double | 60 | 315,000 | 1,890,000 | 17,500 | *Elevator/ Septic tank/ Water/Cleaning/ Communal Electricity | *Electricity /Gas/ Internet |
| Crownvile C (Law school) | M | Double | 30 | 315,000 | 1,890,000 | 17,500 | | |
| Crownvile C (Law school) | F | Double | 30 | 315,000 | 1,890,000 | 17,500 | | |
| Victory House | F | Double | 70 | A:300,000 | 1,800,000 | 15,000 | *Water/Cleaning/ Septic tank/Internet /Communal Electricity | *Electricity /Gas |
| Victory House | F | Double | 70 | B:270,000 | 1,620,000 | 15,000 | | |
| LWG | F | Single | 3 | 400,000 | 2,400,000 | No additional fee (Included in your dormitory fee) | |
| LWG | F | Double | 6 | 290,000 | 1,740,000 | | |

■ There are building managers who are in charge of leased building, they totally manage and control whole Rental Studios.
■ Students must pay the additional fee separately(maintenance and utility fee/monthly) following to the building managers' 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 | - Sep.2.(Mon) ~ Dec.21.(Sat) Breakfast | |
| Excluding Date | - Early Check-in date/Sunday/Holiday | - Early Check-in date/Saturday/Sunday/Holiday |
| Valid Resident | - E-House resident who choose meal plan | - G-House resident who choose 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 Fall 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) 1st Floor E-zipbob |
| Lunch | Korean Table (rice/soup/4side dishes) | 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 | 1meal/day | 1.5meal/day | 2meal/day |
|---|---|---|---|---|---|---|
| | | | 2days 1meal | 1Day 1meal | 2days 3meal | 1day 2meal |
| Price per coupon | | ₩4,000 | ₩3,800 | ₩3,500 | ₩3,200 | ₩3,000 |
| Spring Semester | Number of Coupons | - | 44.5sheets | 89sheets | 133.5sheets | 178sheets |
| Spring Semester | Total Price | - | ₩169,100 | ₩311,500 | ₩427,200 | ₩534,000 |

■ Meal coupons can be purchased from the vending machine at the cafeteria, but you get them at a discounted rate by purchasing in advance.
■ Meal Price is added to your dorm fee according to your chosen meal plan. (Only for E-House Residents)
■ You can freely use your meal coupon whenever you want during the semester.
■ Decimal points of the sheets will be rounded up.

### 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 your mean plans after experiencing the cafeteria at the beginning of the semester, there is a scheduled period **[Sep.5.(Thu) ~ Sep.12.(Thu) 13:00]** to change your meal coupons.
  (Announce Dorm homepage early March)
- ■ In case of cancelling check-in or checking-out midway, below refund policy will be applied.
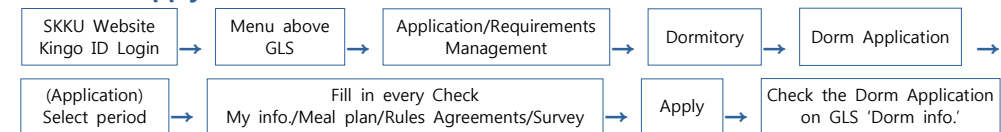
| Case | | | Refund Amount of Meal Fee |
|---|---|---|---|
| Cancellation before the check-in date | | | - Full refund |
| Leaving Mid-session | - more than 30 days remain until the check-out date | E-Zipbob | - Leftover will be refunded after **15 days** deducted from your meal fee |
| | | G-Breakfast | - 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 |

### 1. Eligibility to Apply for Admission

- ■ SKKU 2019-Fall New(Transferred) undergraduate and graduate students, registered(be scheduled) students.
- ■ Student who can submit "Tuberculosis Check-up Result" until the check-in date and if your result is normal.
- ■ Students who finished curriculum, or already 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.
- ■ Students who scheduled to take the 2019-Fall semester off cannot apply.
  - From Oct.1, students on a leave of absence can be evicted from dormitory.

### 2. How to Apply for Admission

SKKU Website Kingo ID Login → Menu above GLS → Application/Requirements Management → Dormitory → Dorm Application →

(Application) Select period → Fill in every Check My info./Meal plan/Rules Agreements/Survey → Apply → Check the Dorm Application on GLS 'Dorm info.'

- ■ **New students can sign up Kingo Portal after tuition(deposit fee) payment.**
- ■ **You cannot revise the contents of application after the application period.**

### 3. Policy for Selecting Residents and Assigning Rooms

- ■ Students of foreign nationalities and specific departments will receive priority allocation.
  - Prioritized students are not guaranteed to be assigned their first choice. It is therefore recommended to fill all three options.
  - Prioritized selection is only available for the 1st application round.
- ■ Registered student: Selected based on previous grade(GPA). Undergraduate students will receive priority allocation over graduate students.
- ■ Exchange students who only took Pass/Fail classes will be requested a previous semester grade.
- ■ 100% amount of dormitory capacity is selected at the 1st round. If there is any cancelation(not paid) made, in the 2nd round of selection will be proceeded.
- ■ It will be allocated on the basis of your preference. Therefore, All students should fill all three options.
- ■ In principle, your roommate is randomly allocated.
- ■ Students who are assigned to the same dormitory are already living in will generally also be assigned to the same room.
- ■ People without disabilities may be accepted to single rooms of E/G-house if people with disabilities have not applied.
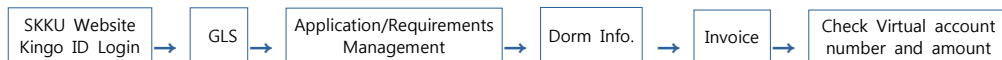
## 4. The lowest GPA of the successful applicants in Previous Semester

| Semester | 2019-Spring | | 2018-Fall | | 2018-Spring | | 2017-Fall | |
|---|---|---|---|---|---|---|---|---|
| Dorm | M | F | M | F | M | F | M | F |
| E-House | 3.83 | 4.14 | 2.82 | 3.59 | 4 | 4.2 | 2.06 | 3.58 |
| G-House Single | - | 4.06 | - | 4.06 | - | priority | - | 4.37 |
| G-House Double | - | 4.3 | - | 3.65 | - | 4.23 | | 3.58 |
| K-House | - | 4.33 | - | 4.1 | - | 4.34 | - | 3.47 |
| Victory House | - | 4.3 | - | 3.17 | - | 4.12 | - | 2.28 |
| Crownvile A | 4.21 | - | 3.82 | - | 4.17 | - | 4 | - |
| Crownvile C | priority | 3.81 | priority | 3.81 | priority | 4.06 | priority | 3.43 |
| LWG Single | - | 4.33 | - | priority | - | priority | - | priority |
| LWG Double | - | 4.35 | - | priority | - | priority | - | 3.19 |

■ The grades are the lowest GPA(grade cutline) from assigned applicants on the 1st round.

■ Priority-Prioritized students

## 6 | Checking admission Results and Dormitory payment

### 1. Checking admission Results and Individual Invoices

SKKU Website Kingo ID Login → GLS → Application/Requirements Management → Dorm Info. → Invoice → Check Virtual account number and amount

■ 'Status Details' will show 'selected' or 'not selected', after selection result is announced.

■ You cannot check whether your application has been selected before announcement.

### 2. 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.

■ Sender's name must be matching with a name of Individually-issued virtual account. Your payment would be successful when you make a full payment.

■ **If your payment is not fully made until the registration period, the admission must be cancelled.**

■ **The system error after 17:30 on the last date of payment cannot be confirmed(Prefer make a payment before 17:30)**

### 3. 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 will be cancelled if your IMT is delayed and you do not send proof of payment to the dormitory office.**

■ After payment, it is necessary to check whether your payment is fully completed.

## 7 | 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 2019-Spring and 2019-Summer Vacation. (New students cannot apply)

■ Your dormmate didn't receive penalty points neither.

### 3. How to Apply and check result

■ **Dormmate application is only available for the 1st round.**

■ It is available when you choose double room in the first choice.

■ '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.

■ **When both students who are assigned Same Dormitory building/Same room type can apply for dormmate.**

### 4. Dormmate Ineligible Cases

■ Applicants who do not select each other as dormmates.

■ Dormmate Application is ineligible when both two applicants don't get admission. When two applicants are admitted to different dormitory/room type it is ineligible too.

■ If applicants don't pay during 1st payment period, your admission will be cancelled.

■ Applicants who choose a different gender or assign ineligible dormmate such as graduate students and freshmen.

■ Input details incorrectly(Student ID number or name).

## 8 | Check-in procedure and Facility Information

### 1. Facilities

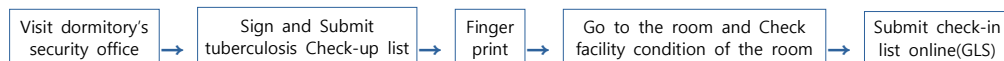| Classification | | | Facilities |
|---|---|---|---|
| Direct Dormitory | Room | | Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router |
| | Common | Free | Water purifier, Microwave, Toaster, Fitness center(E/G/K-House) |
| | | Charged | Washing machine, Drying machine, Printer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

■ Cooking is prohibited in the whole Direct Dormitory area.

■ You cannot bring your own bed into your room of the Leased buildings, due to room size.

■ All rooms of each dormitories have smoke masks.

### 2. To Be Prepared Individually & Prohibited Items

| Classification | Items |
|---|---|
| Prepared individually | - Bedding(blanket, pillow, sheet, etc.), towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine<br>- **You should bring your own LAN wires and Wi-Fi Router in leased building.** |
| Permitted Items | - Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, hand-held vacuum and fan |
| Prohibited Items | - Electric heaters, heated-water pad, candles, flammable products and alcohol |
| Register facilities | - In case of using refrigerator, Bicycle, Quickboard must register in advance.<br>- GLS->Requirement Management->Dormitory->Visit Housing Office or Operating Office->Receive sticker->Put sticker on the facility<br>- If sticker is not attached, penalty will be imposed.<br>**\* Only refrigerators rooming 50L or below capacity are allowed.** |

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

### 3. Check-in Procedure

Visit dormitory's security office → Sign and Submit tuberculosis Check-up list → Finger print → Go to the room and Check facility condition of the room → Submit check-in list online(GLS)

■ Check-in can be made as you submit check-in date, or after that day. Check-in cannot be allowed before the designated date of check-in.

■ Available Check-in Time
  - **On Aug.30 : Students of Direct Dormitories(E/G/K-House) can check in after 15:00**
  - After 18:00, your dormitory access with family members might be restricted for the safety and convenience of all residents.
  - **Leased Building : You can check in from 9am on Aug.28.(Wed).**

■ 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 Check-in confirmation form on the GLS site. (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 ~ Sep.15.(Sun) | - Submit your personal check-in confirmation form on GLS |
| - Taking part Orientation and, Suicide prevention lecture | - Sep.4.(Wed) 18:00 ~ 19:30<br>- Sep.5.(Thu) 18:00 ~ 19:30 | - Participate once during the events<br>- Further notice |
| - Fire evacuation drills | - Sep.17.(Tue) ~ Sep.19.(Thu) | - For more detailed information, visit our website |
| - Inspection all dorms | - the begin of Oct and Dec | |

■ If you do not participate the events as above after check-in 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.

## 9 | Submission of Tuberculosis Check-up Results

| Classification | Case | Contents |
|---|---|---|
| Require submission | - **Students who haven't submitted before**<br>- **Students who participated medical check-up before on Feb, 2018** | - **Students who do not submit the check-up result cannot enter the dormitory.** |
| Submit exception | - During Dec.2018 ~ Aug.2019, students who did check-up individually and have the record of submission.<br>- Students who participated medical check-up in Gang-buk Samsung Hospital and SKKU in 2019. | - 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 be diagnosed by checking your chest through 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 and each clinic takes differently. 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 the dormitory check-in date is mandatory. SKKU dormitory confirms only your result of 'TB Test' and does not require any other examinations.

## 10 | 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 choose to check-in | |
| Leased building | - Cancel by Aug.27 | |
| Note | - How to cancel<br>  : Login Kingo->GLS->Dormitory application->Cancel check-in(Refund) [Click]<br>- If you cancel SKKU admission first, your student ID number will not be activated<br>  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 choose (Including the very day)<br>- Expelled because of penalty points | - Cancel or check-out<br>  (Including the very day)<br>  after Regular check-in day(Aug.28) |
| Refund amount | - **You can get a refund**<br>  **after excluding 15 days' room rate and**<br>  **meal price(meal applicant only)**<br>  **from whole remaining days,**<br>  **in case of having over 30days (by Nov.21)**<br>  **from the official Check-out date.**<br>- No refund in case if less than 30days remain until the regular check-out date. | - None-refundable<br>- 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<br>  in case of more than 15days left<br>  (by Dec.6) until regular check-out date. | - In case of having over 30days<br>  from the official Check-out date,<br>  refund after excluding 15days' room rate |
| Deposit | - The deposit will be refunded<br>  after your check-out date<br>- The room is left in a state of uncleanliness, disrepair or facilities are missing,<br>  the sum amount needed to clean repair or replace items will be deducted<br>  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.<br>- 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 choose, regardless of whether you already check-in or not dormitory refund policy will be applied.**
- ■ Mid-session check-out : Visit Housing Office or Operating Office and submit the form
- ■ All refunds will take about 10days to transfer to the residents' bank accounts which are already 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 'Dormmate' 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.