

※ This information apply only to Bongryonghaksa (Natural Science Campus 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.

Semester 1 (Spring), 2021

Dormitory Admission Comprehensive Information

(Natural Science Campus Dormitory)



Dormitory Office

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1 Mandatory submission of PCR test results

1. Mandatory submission of COVID-19 test (PCR: corona nucleic acid test) results ★★★★★

Based on social distancing, Bongryonghaksa has decided to **oblige all students living in dormitories to submit PCR tests** to prevent the spread of COVID-19 and group infection. This is to minimize the risk of spreading COVID-19 in the dormitory, which is a group facility, and to put the safety of students first. We ask for your cooperation.

Those who wish to live in the dormitory for the spring semester of 2021 must be tested for COVID-19 at a nearby hospital or public health center and then bring the required documents on the check-in day of their choice.

Subject	All students residing at Bongryonghaksa in the spring semester of 2021 (including current residents)
Requirement	COVID-19 (PCR) test 'Negative' result sheet (or Copy of text message -Requires phone number and reception date) received within 7 days of check-in
Note	COVID-19 test must be done at least 3 days before the check-in date. (If you are tested on the day of check-in, you cannot enter the dormitory because the results are not immediately available.)

- Required to submit a 'Negative' result sheet(copy of text message-Requires phone number and reception date) for PCR tests received within 7 days based on check-in for 2021-Spring semester
→ All students living in the spring semester (including current residents)
- Check-in is absolutely impossible if the test result sheet(copy of text message) is not submitted.
- Check-in is absolutely impossible for 'Positive' results.
- If a result sheet(copy of text message) that is not yours is submitted or falsely manipulated, all responsibility lies with you and may be punished by school regulations.
- Refer to the contents of the COVID-19 test center (operating hours) and medical expenses by region (own expense)
→ https://www.mohw.go.kr/react/popup_200128_3.html

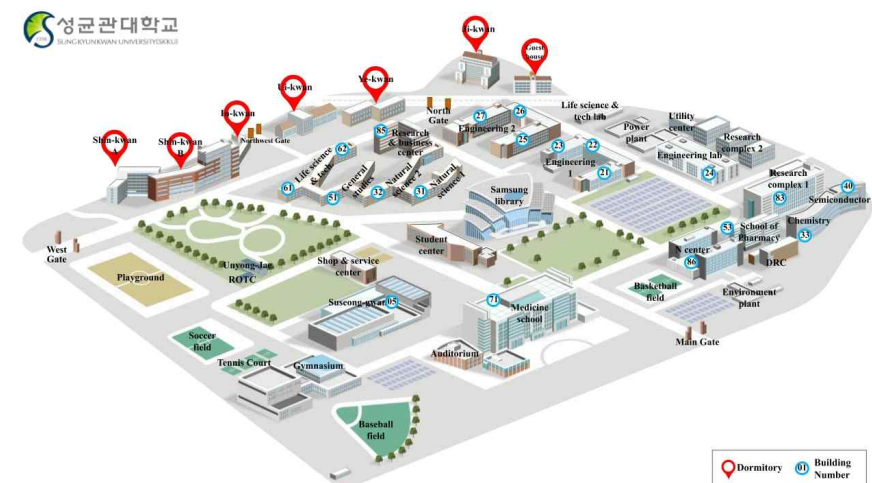
2 Dormitory Introduction

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-kwan, 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-kwan are located in the university, but Ji-kwan 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-kwan: 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-kwan: Toilets and showers are communal by floor. House shoes are to be worn in rooms. -Shin-kwan: 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: (For further details, see the app.2 on the 19th page) 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-kwan: bathroom slippers -Shin-kwan: toilet paper, drying rack

5. Allowed/prohibited items

Allowed Items	-Computers, printers, desk lamps, chargers, hair dryers, Automatically power off curling iron, USB 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.

3 Resident Selection for Spring semester, 2021

1. Eligibility to Apply for Admission

- **Undergraduate and graduate students who will study in Spring semester, 2021.**
 - Students with postponed graduation of bachelor and master cannot apply.
 - Students supposed to be on gap-years on 2021-Spring semester can not apply. (Students On gap-year on April. 01. 2021. can be handled to leave dormitory.)

2. Not Qualified Applier

- Those who are not prohibited from living in the dormitory because of penalty points
- Those who did not receive an academic warning (under GPA 1.75) in the previous semester

3. Schedule

Stage	Details	Dates	Notes
1	Apply	Feb. 04. (Thu) 11:00 ~ Feb. 10. (Wed) 23:00	<ul style="list-style-type: none"> • Can apply for early admission • Dormate can be applied • Individual application on GLS
	Announcement	Feb. 16. (Tue) 11:00	<ul style="list-style-type: none"> • Check individually on GLS,
	Dormitory fee payment	Feb. 16. (Tue) 11:00 ~ Feb. 18. (Thu) 23:00	<ul style="list-style-type: none"> • Send payment to single-use account • Closed at 23:00 on the dead line.
2	No more additional application		

4. Selection of check-in date

Category	Period	Notes
Residence Period	Feb. 21. (Sun) ~ Jun. 05. (Sat) [105 days]	<ul style="list-style-type: none"> • Dorm fee for the early check-in days are separately calculated.
Early Check-in date	Feb. 20. (Sat)	<ul style="list-style-type: none"> • Announcement of room numbers: Check individually on GLS After Feb. 19. (Fri) 17:00 • After apply, you cannot change your application • After Check-in date, A full refund is impossible.
Check-in date	Feb. 21. (Sun)	
Check-out date	Jun. 05. (Sat)	<ul style="list-style-type: none"> • You have to check-out before noon(12:00)

- If you currently living in the dormitory during the winter vacation and want to continue living there must apply for the extension(~Feb.20th) and to select the spring semester's check-in date to Feb.20th (Sat).
(For more information, Please check our dorm website notice.)

5. Matters to be considered

- For safety, students who can attend online classes or commute should refrain from using the dormitory as much as possible.
- If you are selected but do not pay by the deadline, your selection will be cancelled automatically.
- Rooms are assigned according to the selection of check-in date and you can not enter the dorm before the selected check-in date. Therefore, carefully choose the check-in date. You can enter the dorm after the selected check-in date but the dorm fee during the unused period can not be refunded.

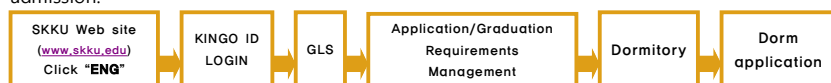
6. Dormitory Fee (Spring semester, 2021, based on 105 days) (Unit: KRW / 104night)

※ In,Ui,Ye,Je-kwan are excluded from the 2021 spring semester application.
(In case of social distancing step 2 (on/offline mixed class), additional operation will be reviewed.)

Dormitory		Dormitory fee per day	Dormitory fee (105 days)	Deposit	Memo
In-kwan(*2p 1r)		6,400	665,600	30,000	<ul style="list-style-type: none">Applicant for the early check-in pay additional amount according to the check-in date.
Ui/Ji-kwan(Ye closed)		6,250	650,000		
Shin -kwan	2 people 1 room	10,950	1,138,800	50,000	
	4 people 1 room (*2p 1r)	11,400	1,185,600		
	4 people 4 rooms	13,130	1,365,520		
	6 people 3 rooms	10,530	1,095,120		
	3 people 3 rooms	17,250	1,794,000		
	1 people 1 rooms	21,370	2,222,480		

7. 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.

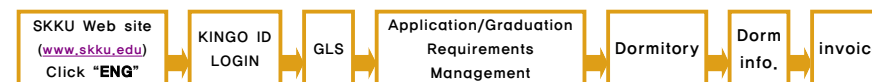


- The admission application system will not be in English, so you may need to download the "Guidance for Dormitory Application on GLS" file.
- After submitting your admission application you can modify the contents until the end of the application period. After this period, modification is impossible.
- To confirm what you apply:



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

8. How to Check the Results and Invoices



- 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.

9. Selection Rules

- Freshmen in Spring semester, 2021 (undergraduate level, graduate university, 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.
- When enrolling at SKKU, students who are guaranteed a dormitory room because of their major or special case must also qualify to be accepted. They will be given priority if they applied and registered in **Stage 1 of the application procedure**. If they were not selected for their first preference of dormitory because of their grades, they can be assigned their 2nd to 7th preference or a random room.

10. Assigning Rooms

- Room assignment will be done after payment. It is policy to put students of same year together. 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 winter vacation, who are selected for Spring semester, 2021, and who applied for early check-in on Feb. 20. , and who applied for admission in stage 1 will usually be assigned the same room so they don't have to move.
 - Exceptional: Dorm mate selects.
- If Students who are supposed to live in the same room where he has lived in winter vacation wants to change room, he should visit dorm office and apply for the room change until Feb. 08. (Mon) 17:00.
- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all country can be room mate each other.

4 Using the Cafeteria

1. Cafeteria Facilities

- We are in consultation with the restaurant.

5 Dorm mate (Applying for Roommates)

1. Purpose

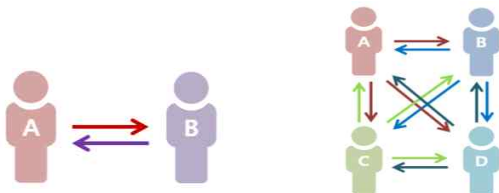
- 'Dorm mate' means applying for roommate at SKKU dormitory. This is to benefit exemplary residents who have been following the dormitory rules. It gives a chance for people who match well to live together and can increase satisfaction in dormitory life.

2. Eligibility for Application

- Students who did not receive dormitory penalty points during Fall semester, 2020, and winter vacation.
- 2021-Spring semester freshmen cannot apply.**
- Students applying for admission in Stage 1
- Graduates students can apply for Dorm mate
- Students who choose 2 people 1 room (Ye/Ji/Shin-kwan), 4 people 1 room (In/Shin-kwan), 6 people 3 rooms (Shin-kwan) 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 Dorm mate, they can be moved to the dorm mate floor.

3. How to Apply & Check the Result

- Dorm mate application is a part of the admission application procedure. If you are ineligible for Dorm mates, then this part of the procedure will be deactivated.
- Dorm mates 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.

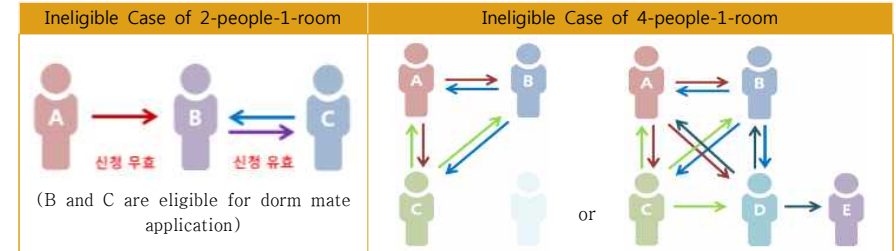


- For detailed information on Dorm mate application, download the GLS Admission Application Help file.

4. Dorm mate Rule

(1) Ineligible Cases

- Applicants who do not select each other as Dorm mates (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)



- Selected Dorm mates 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, freshman, or ineligible Dorm mates
- 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

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

(3) Dorm mate Life Rules

- When selected as a Dorm mate, if responsibility for penalty points is deemed to be shared, then the points will be doubled as additional punishment.
- In terms of Dorm mate, there are frequently asked questions are available on **dorm website ▶ FAQ**. Leave a questions on Q&A for further questions.

6 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 2 month** before the check-in date.
- 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: ~Dec. 2020	Mandatory submission
-If you never had a tuberculosis test before - Students who had a checkup before Dec. 2020	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: Dec. 2020 ~ Fed. 2021	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 checkup for freshmen in Feb. 2021(But Students have to attend a week before Check-in)	No need to submit other papers (For students who took the TB test of submit the results after Dec. 2020, ID number has been changed after checkup must confirm with the office.

- Only applicants with clearly-written **name, gender, date of birth, date of chest x-ray and clear results (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 checkup. (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. 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.

7 Admission(Check-in) Procedure

1. Admission Procedure

- You can only check in from your chosen check-in date onwards. Before that date you will also be unable to enter your room or store luggage in it.
- 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.) However, if you chose to check-in on Feb. 20. (Sat), 2020, because residents who have stayed during the winter vacation will be checking out, you can check in after 15:00. To reduce congestion on check-in days, temporary management offices will be operating at the locations in the table below.

Dormitory	In/Ui/Ye-kwan	Ji-kwan	Shin-kwan
Reception for Check-in	Ui-kwan entrance— Temporary Office	Ji-kwan Temporary— Office (1F)	Shin-kwan Temporary Office (Auditorium, B1F of Shin-kwan 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-kwan 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.

8 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.

*Because of the COVID-19, there is a curfew on weekends.

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
<p>To prevent accidents, personally brought extension must meet the following criteria.</p>	<p>Multi-outlet with more than 5 sockets</p>

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	Penalty	Points
S a f e t y	1	Significantly inappropriate behaviors (theft, assault, gambling, sexual assault, use of drugs or any kind of prohibited items, opening or stealing parcels, stealing or using other people's belongings (e.g. smart phones, food, detergent, and etc.)	20
	2	Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory(including residents and non-residents) [However, family members are allowed to visit (staying over is not allowed) on the Check-in/check-out dates.	20
	3	Bringing opposite sex to the dorm without permission (including both floor and room)	20
	4	Damage the public property and facility in dormitory	20
	5	Possession or use of materials causing fire and ignition (fuel gas, petroleum, paint thinner, candles, mosquito-repellent, and etc.)	15
	6	Smoking outside of designated smoking area and disposing cigarette buds (including the toilet) or keeping it in the room	10
	7	Possession or use of non-permitted electronics and personal facilities(including Electric cars) other than allowed electronics and personal facilities (Allowed electronics and personal facilities: computers, printers, stands, chargers, hair dryers, auto power curlers, USB humidifier, USB Air purifier, fan, mini-vacuum, bicycle, vehicle, and etc.)	5
	8	Abnormal use of entrance gate, use or send/receive objects through abnormal passage (windows or terraces)	5
C o m m u n a l	9	Changing room without notice, applying as a substitute for dormitory	15
	10	In addition to the residency period (including the check-out time), unauthorized acts such as occupying the room are prohibited (including personal belongings)	15
	11	Stealing and using IP and spreading falsity, cyber-bullying other students or disseminating virus	10
	12	Harming others by being unconscious, causing damage to any public properties or behaving indecently due to drinking (in or out of dormitory)	10
	13	Breeding or bringing pets including insects, fishes, rodents, reptiles, and etc.) in dormitory	10
	14	Any act of not following the rules to prevent the spread of infectious diseases such as the submission of TB test results.	10
	15	Bringing alcoholic beverages (including empty cans or bottles) or keeping them in dormitory	8
	16	Act of transferring student ID card, key or entry card to non-resident or sharing of other resident's personal details for dorm entry	8
	17	Behaving arrogantly, disobeying to the dormitory director, office staff, house master, guidance-assistance, guard, related staff (e.g. janitor), giving false statements for guidance or inspection	5
	18	Access at curfew time (01:00-05:00)	3
L i v i n g	19	Granting access to non-residents or residents from other rooms into the room without the permission from roommate	3
	20	Using or moving dormitory equipment without permission, causing the public area to become messy or taking over the common facilities (e.g. creative zone, gym, kitchen)	3
	21	Obstructing the lives of other students with noise (playing a musical instrument, singing or speaking loudly, PC games, answering calls etc.)	3
	22	Using computer or light (excluding the table lamp) without the consent of the roommate after 24:00	3
	23	Distributing, advertising and posting any 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	Acquiescing any 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 (in the dormitory room)	2
	28	Non-cooperative behavior in submitting required documents to dormitory (moving-in notification, check-in/check-out list, etc)	1
H y g i e n e	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 (e.g. water dispenser, laundromat, toilet bowl, corridor) or not conducting proper garbage separation in designated area	3
	32	Not receiving delivered food outside of the building by oneself, or leaving empty food containers inside the building	2
	33	Not cleaning or organizing one's dormitory room (including the toilet)	4
Safe	34	Placing inappropriate items into the public facilities (e.g. microwave, toaster, washing machine, dryer), or leave the facility (including microwave, toaster, and iron) by itself while its on	5

▶ The term of reward/penalty points are valid for one semester (semester + vacation).
 ▶ Total point of 20 or more: To be dismissed from dormitory, not eligible to apply permanently
 ▶ Total point of 15 or more: To be dismissed from dormitory, limit application for a year
 ▶ Total point of 10 or more: To be dismissed from dormitory, limit application for following semester
 (but, penalty points received 15 days before eviction can be carried over and added to next semester or vacation)
 ▶ For repeated violations and those selected for 'Dormate', the punishment may be aggravated with twice the penalty points.
 ▶ A student who has been ordered to leave the dormitory by penalty points must leave within four days
 ▶ We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same penalty points on them
 ▶ For matters subject to common responsibilities, all of them may be penalized and applied to non-private personnel, which may put them at a disadvantage in their next application
 ▶ If the management staff including security guard detects a violation, he/she shall hand over the penalty to administrative employee.
 ▶ In principle, the above penalty points shall be imposed on each violation, but depending on the circumstances of the violation, the dormitory director or the administrative office staff may add or decrease the penalty points.
 Any non-listed violation of regulations or rules may be subject to penalty points by the Director or administrative staff according to their severity.

9 Dormitory Fee Refund Policy

1. Dormitory Fee Refund Policy

Type	Standard	Refund	Procedure
Leaving dormitory before the check-in date	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Leaving dormitory after the check-in date. If less than 30 days remain till the check-out date (until May. 05. 2021), there will be no refund. 	<ul style="list-style-type: none"> You will be refunded the daily rate of maintenance and meal fees based on the number of days left till the check-out date (May. 5. 2021) with a penalty of 15 days' fees There will be no refund less than 30 days remain till the check-out date. 	<ul style="list-style-type: none"> 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 uncleanness 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.
- When you leave dormitory in mid-session, if you want to refund the meal price, you need to visit cafeteria office. However, leaving dormitory before check-in will be refund fully without visiting cafeteria office.

10 Orientation & Safety Education

1. Foreigner Freshmen Orientation for Dormitory

- It will be replaced by online lectures.

2. Fire Drill & Safety Education

- It will be replaced by online lectures.

11 Open Kitchen

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

Open Kitchen	Location	Intended Users
Ui-kwan kitchen	Ui-kwan 1F	Only for Ui-kwan residents
In-kwan kitchen	In-kwan B1F	For residents in all dormitories

- Registration for Spring semester will be on **Feb. 10. (Wed) 10:00**. For those who want to use the open kitchen for spring semester, we will get applications online. (Please refer to the dorm homepage notice.)
- Winter semester users who will live in the dormitory during spring semester should apply it again.
- The application will be made **on a first-come-first-serve basis** and the cabinet number is given randomly. But current users on a first-come, first-served basis can use the same cabinet.
- If you want to use anything in the open kitchen, you should prepare it. (we just offer Induction cooking, refrigerator, microwave)
- All users who want to use the refrigerator should use one airtight box. Please prepare yourself and check the size.
(refrigerator airtight box : Max. 316X232X155mm)
- Your own kitchen appliances should be used after registration with GLS.
- Be sure to check and follow the open kitchen rules below.

Open kitchen Rules

- Rule 1.** Open-kitchens of In-kwan and Ui-kwan are operated in separate system.
- Rule 2.** Foreign residents in the dormitories can use open kitchen by an advance application within a preset period. Notice about signing out and application will be posted in advance.
 ※Users who will leave the dormitory must CLEAN items on the cabinet & Refrigerator. After check out, all items left in the cabinet, Refrigerator etc. will be discarded.
- Rule 3.** Fighting is not allowed no matter what.(Violence, assault, quarrel, curse, threat, swearword, etc., which are very unpleasant to the other person.) ★ **Immediately stop using the Open.k** ★
- Rule 4.** No responsibility for loss or theft. Keep your items well.
- Rule 5.** Foods cooked in open-kitchen cannot be brought into own rooms and lounge, and can be eaten only in the open-kitchen.
- Rule 6.** If the equipment of open-kitchen is damaged, the relevant amount of money should be paid. (In case of damage to other students's property compensation should be negotiated.)
- Rule 7.** Cabinet and Refrigerator should be used according to the given number which was issued previously when applying for the open-kitchen.
- Rule 8.** Hours of use are limited to an hour and a half, as open-kitchen is a communal kitchen.
- Rule 9.** Cleaning and arrangement are down to users, caution is given on the poor condition of cleaning and arrangement. After caution, penalty points are imposed or Yours can be discarded.
- Rule 10.** Refrigerator should be used following the established rules.

[Refrigerator using rules]

The following rules are established for sanitary and efficient refrigerator use. If the rules are violated, all things will be disposed.

- ① Only one prepared airtight container can be used for storage in refrigerator.
- ② Everything that goes into the refrigerator must be placed in an airtight container.

※ foods and items not in the container will be discarded after the first warning and old foods that had passed the expiration date will be discarded right away.

Rule 11. Hours of open-kitchen use are as follows.

- ① 07:00~10:00 ② 11:00~16:00 ③ 17:00~21:00

(Access out of operating hours is prohibited for inspection of manager.)

※ After COVID-19 social distancing step 1.5, the previous operating hours apply. ②~15:00 ③~23:00

※ During Ramadan, the operating hours are extended. ③23:00 →01:00a.m.

Rule 12. Only registered kitchen appliance can be used with the identification tag.

Kitchen appliance without the identification tag will be disposed after the first warning.

※ Users should register 'the electronic usage' on GLS and it should be renewed every semester (spring-summer/ fall-winter)

Rule 13. Violations and penalty points of open-kitchen

- 1) Intentional facilities damage in open-kitchen [20]
- 2) Acts such as Rule3 or stealing other students's property [20]
- 3) Possessing or using of inflammables (fuel gas, petroleum product, thinner, etc.) causing fire or ignition. [15]
- 4) Arbitrary use of open-kitchen, without advance registration [5]
- 5) Breaking the using time (one and a half hour) of open-kitchen [3]
- 6) Accessing out of operating hour [3]
- 7) Using unappointed cabinet, refrigerator and grain airtight container [5]
- 8) Not following the directions of open-kitchen inspector.(manager, security guard, staff) [5]
- 9) Not following the refrigerator using rules [3]
- 10) Making noise like loud singing, stereo, or party and so on [3]
- 11) Poor condition of arrangement or cleaning of open-kitchen [4]
- 12) Drinking or storing alcohol in the kitchens [8]

※ Violations not stated above will be treated following the violations and penalty points of campus residences. For the cost of damaged property, additional expense will be charged.

▶ Total point of 20 or more : To be dismissed from dormitory, not eligible to apply permanently.

▶ Total point of 15 or more : To be dismissed from dormitory, limit application for a year.

▶ Total point of 10 or more : To be dismissed from dormitory, limit application for following semester (but, penalty points received 15days before eviction can be carried over and added to next semester or vacation)

12 Dorm fee

(Unit: KRW)

check in date	In-kwan (2p 1r)	Ui/Ye/Ji	Shin 2p1r	Shin 4p1r (2p 1r)	Shin 4p4r	shin 6p3r	Shin 3p3r	Shin 1p1r
02.20.(Sat)	702,000	686,250	1,199,750	1,247,000	1,428,650	1,155,650	1,861,250	2,293,850
02.21.(Sun)	695,600	680,000	1,188,800	1,235,600	1,415,520	1,145,120	1,844,000	2,272,480

13 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 (031) 290-5181~6
Telephone	Weekdays 09:00-17:00 (except lunch: 12:00-13:00)