

※ 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.

2021-Fall Semester

Myeongryun Haksa

Dormitory Admission Guidance

(The Humanities and Social Sciences Campus Dormitory)

※ Some changes may occur in the future regarding the recruitment of dormitories
in accordance with the government's guidelines for the COVID19 situation.



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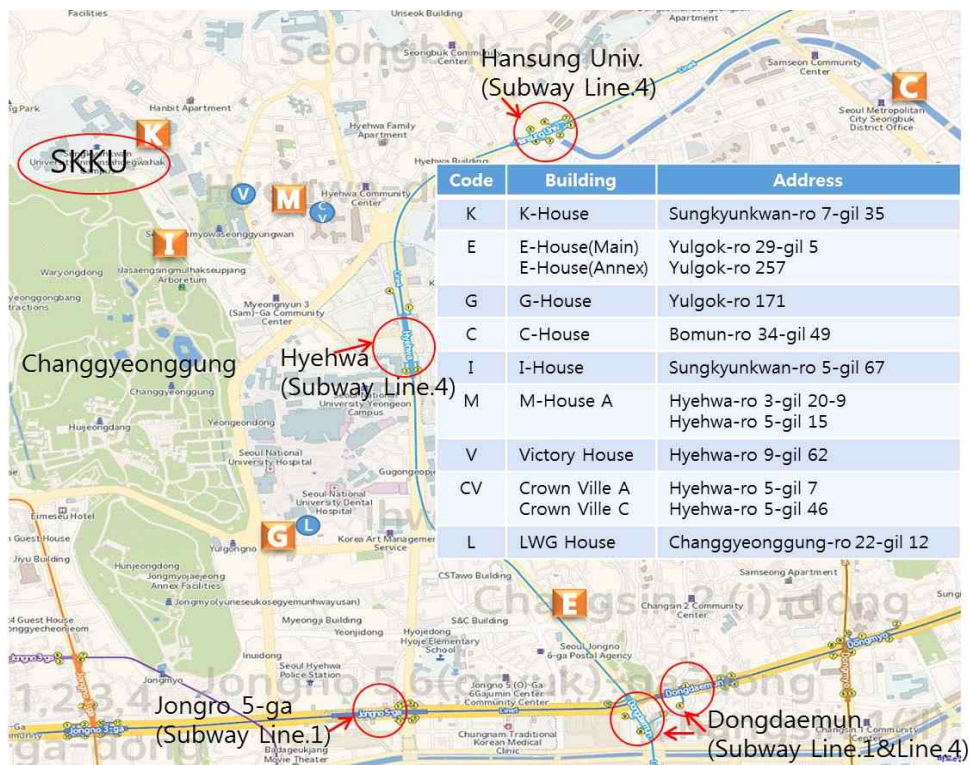
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1 Location

1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory, known as Myeongryun 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



- E-House/G-House/LWG House: in 20~30 minutes walking distance from the main gate of the campus. This Fall semester, due to COVID19 and to prevent the virus from infection, the shuttle bus service will not run.

2 Admission Schedule

1. Application Schedule

Rounds	Details	Dates	Note
1 st round	Applying period	July.27.(Tue) ~ Aug.02.(Mon)	11:00 ~ 23:00
	Announcement of successful applicants and registration (Dormitory fee payment)	Aug.06.(Fri) ~ Aug.08.(Sun)	11:00 ~ 23:00
2 nd round	Applying period	Aug.09.(Mon) ~ Aug.10.(Tue)	11:00 ~ 23:00
	Announcement of successful applicants and registration (Dormitory fee payment)	Aug.13.(Fri) ~ Aug.16.(Mon)	11:00 ~ 23:00
Room Assignment	Announcement of the result of room assignment	Aug.20.(Fri)	After 15:00
Moving	Early Check-in Date	Aug.21.(Sat) ~ Aug.27.(Fri)	After 15:00
	Official Check-in Date	Aug.28.(Sat)	After 09:00

- Depending on the COVID19 Social Distancing Alert Level, the dormitory fee associated with single-room operations, and the operating dormitory building may be changed.
- For health and safety of all students, we recommend you to commute from your house for preventing the spread of and infectious disease, if you take online classes or live nearby.
- If you enter Korea from abroad, you must conduct for 2 weeks self-quarantine in other accommodation. After quarantine ends, you can check in SKKU dormitory. You should show us boarding pass, passport and submit TB test result sheet, and PCR test result paper. SKKU Dormitory Housing Office does not offer quarantine dorm during Fall Semester separately.
- On GLS, the Individual application, acceptance status inquiry, and issuance of invoice can be made.
- An additional round will be held in case of vacancies after the first round - The schedule will be released later.
- Unable to change dormitory after selection.

2. Check-in Date(Optional)

Classification	Building	Early Check-in	Official Check-in	Official Check-out	Note
Direct Dorm	C/E/G/K/M-House	Aug.21.(Sat),15:00 ~ Aug.27.(Fri)	Aug.28.(Sat)	Dec.11.(Sat)	Fall Semester
Leased Building	Victory House, Crownville A/C, LWG	-	Aug.27.(Fri)	Feb.16.(Wed)	Fall Semester+ Winter Vacation

- Cannot apply for both Myeongryun Haksa and Bongryong Haksa at the same time.
- Students should choose your check-in date(including Early Check-in) : One of dates; Aug.21.(Sat) ~ Aug.28.(Sat).
- You cannot revise the contents of application after the application period.(Only available to change your check-in date during your application period and you should modify on GLS in person.)

- Not able to early Check-in before the official Check-in date, if you do NOT apply for EARLY CHECK-IN application.
- Students living in the dorms during 'Summer Vacation' and were assigned different rooms will have to move by Aug.21.(Sat, 15:00).
- There is NO early check-in for leased building. [Leased building Check-in date: Aug.27.(Fri)~]
 ※ Important: Current [2021-Summer vacation direct-management dormitory] and [2021-Spring semester leased building dormitory] residents MUST read '3. Important Notes for 2021-Summer Vacation Residents' part carefully, and then you should move to 2021-Fall semester dormitory on designated date, according to the schedule.
- You can check in your dormitory after your applied check-in date, however, the unused room rate is non-refundable, and you should re-prepare the relevant documents to be submitted on meeting the criteria for your actual dormitory check-in date.
- The opening date of 2021-Fall semester is Aug.30.(Mon.)

3. Important Notes for 2021-Summer Vacation Residents(Note: Current residents)

- **2021-Summer Vacation dormitory residents MUST click on [Aug.21.(Sat)]. That is, your 2021-Fall Semester check-in date should be on Aug.21.(Sat)**

Moving date	Time	Fall Semester Dormitory	Currently living Dormitory
2021.08.21.(Sat)	After 12:00(p.m.)	Direct Dormitory	Direct Dormitory
2021.08.24.(Tue)	After 09:00(a.m.)	Direct Dormitory	Leased building
2021.08.25.(Wed)	After 15:00	Leased building	Direct Dormitory, Leased building

- ※ The upper moving schedule might be changed. (If so, we will give you a notice in advance.)
- 2021-Summer Vacation Direct dorm(K/E/M-house) Residents → 2021-Fall Semester Direct dorm(C/E/G/K/M-house) Residents: Moving after 12:00 p.m. (Noon), Aug.21.(Sat)
 - 2021-Spring Semester Leased building(Victory House, Crownville A/C, LWG) Residents → 2021-Fall Semester Direct(C/E/G/K/M-house) dorm: Moving after 09:00 a.m., Aug.24.(Tue)
 - 2021-Spring Semester Leased building(Victory House, Crownville A/C, LWG) Residents → 2021-Fall Semester Leased building: Moving after 15:00, Aug.25.(Wed)
 - 2021-Summer Vacation Direct dorm(K/E/I-house) Residents → 2021-Fall Semester Leased building(Victory House, Crownville A/C, LWG): Moving on after 15:00, Aug.25.(Wed)
 - 2021-Summer vacation residents who did NOT succeed 2021-Fall Semester application must leave the dorm; check-out on Official check-out date, by Noon(12:00), [Direct dorm checkout date: on Aug.21.(Sat), [Leased building dorm checkout date: on Aug.24.(Tue)]

3 Dormitory Information and Fee

1. Direct-management Dormitory(Directly managed by SKKU)

1) Dormitory fee

Dorm	Gender	Room Type	Capacity (per.)	Dormitory Fee per day(KRW)	Total Dormitory Fee(KRW) [105nights]	Note
C-House	M	4People/ 2Rooms	80	11,400	1,247,000	*For Exchange students *Kitchen available
E-House (Main)	M	Single	2	20,000	2,150,000	*Single Rooms for disabled students *A Type: A Basic room *B Type: A little noise
		Double	288	A:12,500	1,362,500	
E-House (Annex)	F	Single	1	20,000	2,150,000	
		Double	88	A:12,500	1,362,500	
G-House	F	Double	12	B:11,000	1,205,000	*2 Single Rooms for disabled students *A Type: A Basic room *B Type: It is smaller than A type
			20	20,000	2,150,000	
			284	A:12,500	1,362,500	
K-House	F	Single	2	20,000	2,150,000	*Single Rooms for disabled students
		Double	246	14,000	1,520,000	
M-House	M/F	6People/ 3Rooms	96	14,400	1,562,000	*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.**
- Room types (A or B) in E/G houses are not open for selection.
- Cooking is prohibited in the dormitories, the E-Zipbob restaurant is located in E house dormitory. This semester E-Zipbob meals are available by purchasing meal stamps using the kiosk that is located in the restaurant (payment by card only).
- C/M-House(*Dorms for exchange students only) recruits the amount of students as shown in the table above.
- Dormitory fee differs by the allocated dormitory or Room Type A/B(Randomly allocated).
- People without disabilities may be accepted to single room if the disabled people have not applied.
- Exchange students must apply for dormitory through International Affairs Division. If you apply through GLS you will not be guaranteed a room.

2) Resident's Guide

- As a precaution against COVID19 infection, all dormitory students should take a temperature measurement when entering and leaving the dormitory, and wear a mask when using a public space.
- **Those who visit or lived abroad will be able to use the dormitory after conducting for 15 days and 14 nights period of self-quarantine in other accommodation.**
 ※ **Flight Ticket(boarding pass) arrival date, TB test results sheet(acceptable only for test**

results within 2 months: June. 2021~), COVID19(PCR) test result paper(acceptable for test results within 7 days before your check-in date) will be examined.

- Access to outsiders is strictly limited

2. Leased Building

Dorm	Gen der	Room Type	Capacity (per.)	Monthly Fee(KRW)	Dorm Fee of 6months(KRW) approximately	Maintenance Fee(KRW)		Utility Fee
Crownville A	M	Double	60	315,000	1,890,000	26,000	*Septic tank/Internet / Water/ Cleaning/ Communal Electricity	*Electricity/ Gas (Monthly)
Crownville C (Law school)	M	Double	30					
	F	Double	30					
Victory House	F	Double	70	A:300,000	1,800,000	17,500		
				B:270,000	1,620,000			
LWG	F	Single	3	400,000	2,400,000	No additional fee (Included in your dormitory fee)		
		Double	6	290,000	1,740,000			

- Only domestic/foreign students who do NOT have an overseas visit record within 30 days(a month) can apply for leased building dormitory.
- **Leased building residence period: 2021.Aug.27(Fri) ~ 2022.Feb.16(Wed)**
- There are building managers who are in charge of leased buildings, they totally manage and control whole leased building rooms.
- **Students must pay the additional fee separately(maintenance and utility fee/monthly) following to the building managers' direction individually.**
- **If your maintenance and utility fees are overdue, residents will be evicted.**
- Crownville C accepts law school students first, after that, if having vacancy rooms then general students will be assigned.
- Victory-House Room Type A/B differs from the room size. Randomly assigned.
- Refer to **page 13 of the comprehensive guide for refund regulations.**

4 Using the Cafeteria (E-Zipbob)

1. E-zipbob information

Meal time	Menu	Opening hour		Place
		Spring/Fall Semester	Vacation	
Breakfast	Korean Table (rice/soup/4 side dishes)	07:30 ~ 09:30	07:30 ~ 09:00	E-House(Annex) 1 st Floor E-zipbob
Lunch		11:30 ~ 13:30	11:30 ~ 13:30	
Dinner	One dish meal (Main dish(e.g. Noodle/fried rice)/ 3 side dishes)	17:30 ~ 19:30 No dinner on Sat.	None	

- Operation Period: Aug.30.(Mon) ~ Dec.10.(Fri)
- **Weekday - Breakfast/lunch/dinner are served, Saturday - Breakfast/lunch are served.**
Closed on Sunday/National holidays
- Purchasing single copies for meal ticket(E-Zipbob machine - 4,000 won per sheet) at E-zipbob restaurant(Payment only using card)

5 How to Apply for Admission and Method

1. Eligibility to Apply for Admission

- SKKU 2021-Fall Semester New(Transferred) undergraduate and graduate students, registered(be scheduled) students.
- A person who receives 'Normal' or 'Full recovery' or 'cured completely', results on the tuberculosis examination, that was examined within 2 months (June, 2021~) before the date of each student's dorm check-in date, is allowed to submit the results by dorm check-in day. And a person who can submit COVID19(PCR) test result sheet, which is examined within 7 days and 6 nights before your actual check-in date.
- If you got under 1.75 score in last semester grade, you will be NOT selected.
 - Students who did not make previous semester, we will take that your previous semester's grades could be flunked(graded) as 0.0 (Restriction on dormitory residence)
 - In the case of exchange students who only take P/F courses, the grades of the previous semester will be used.
- Someone who has penalty points(over 15) is able to apply for dorm application, however, you will be not accepted.
- Students who finished curriculum, or already graduated cannot apply to the dorm.
- From Oct.01.(Fri), students on a leave of absence can be evicted from dormitory.

2. How to Apply for Admission



- **You cannot revise the contents of application after the application period.**
- New students can sign up [Kingo Portal] of SKKU homepage after tuition(deposit fee) payment.
- After logging in with your ID to the Kingo portal, you are able to register for GLS

3. Policy for Selecting Residents and Assigning Rooms

- **Selection principle without regional classification in dormitory capacity**
- A priority selection of specialized departments(freshman students of 2021), law school graduate students, and foreign nationalities(including enrolled students).
 - Preferential selection applied only during the first application period.
 - Single rooms are not selected as the first choice(excluding disabled people).
 - **As you may not be acceptable to your first choice, you should choose 3 choices at least.**
- **New students** will be selected as graduate students after selecting undergraduate students by random drawing computer program.
- **Registered student:** Selected based on previous grade(GPA). Undergraduate students will receive priority allocation over graduate students.
 - If grades in the previous semester are the same, credits for completion and dormitory penalty may be considered

- 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 additional round of selection will be proceeded.
- It will be allocated on the basis of your preference. Therefore, All students should fill all three options.

4. Assigning Rooms

- **In principle, your roommate is randomly allocated. Your roommate can be a foreign student.**
- Among the single G-house rooms, two are for the disabled, and the rooms are randomly assigned.
- E(A, B)/G/K-House Single Room(the disabled room) is assigned to non-disabled people only when there is no one eligible.
- Roommates are selected according to 'sleeping preference' and 'smoking status', as applied in the registration form.
- If the Summer vacation residents are selected in the same [dormitory] or [room type] of 2021-Fall semester, they will be assigned to the same room as possible.

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

Semester	2021-Spring		2020-Fall		2020-Spring		2019-Fall	
Dorm	M	F	M	F	M	F	M	F
C-House	2.17	-	2.33	-	2.43	-	1.84	-
E-House	3.67	4.18	2.03	3.95	4.11	4.3	3.11	3.87
G-House Single	-	4.22	-	4.25	-	4.32	-	4.13
G-House Double	-	4.06	-	4.12	-	4.33	-	3.97
K-House	-	4.38	-	4.25	-	4.38	-	4.19
M-House	2.25	3.81	-	-	4.09	-	1.75	-
Victory House	-	3.79	-	3.43	-	4.21	-	3.6
Crownville A	2.69	-	2.07	-	4.13	-	3.95	-
Crownville C	4.19	3.5	3.94	Priority	3.18	Priority	Priority	4.25
LWG Single	-	4.0	-	4.5	-	4.5	-	3.5
LWG Double	-	3.64	-	Priority	-	Priority	-	Priority

- The grades are the lowest GPA(grade cutline) from assigned applicants on the 1st round.
- Priority selection: The prioritized students

6 Checking admission Results and Dormitory payment

1. Checking admission Results and Individual Invoices



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

2. Dormitory Registration (Dormitory Payment)

- Send the total payment to the bank account specified in your individual invoice.
 - It is essential to check whether the payment is "complete" in the GLS dormitory information inquiry after payment.
- Must check your result of application(allocated dormitory/room type) and pay your dormitory fee.
- Sender's name must be matching with the name of Individually-issued virtual account.
Your payment would be successful when you make a full payment once.
- Virtual Account Number Depositor: Student Name (The sender does not have to be the student himself/herself).
- **If your payment is not fully made until the registration period, the admission must be canceled.**
- The system error after 17:30 on the last date of payment cannot be confirmed
※ We recommend that you make a payment before 17:30.

3. IMT(International Money Transfer) Notes

- International remittance usually takes at least 3 days, excluding national holidays, therefore, **You must send your dormitory fee on the first day of payment.**
- After payment, it is necessary to check whether your payment is fully completed.
- Your application will be canceled if your IMT is delayed and you do not send proof of payment to the dormitory office.
- **Even if you transfer money, it may be canceled if you do not deposit it into the dormitory account within the payment period.** Overseas remittance takes at least 3 days (must be remitted on the first day of payment) except for holidays.

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 2021-Spring Semester and 2021-Summer Vacation.(New students cannot apply).
- **Dormmate application is only available for the 1st round.**
- In case, your dormmate also did not receive penalty points.
- It is available when you choose double room in the first choice.

3. How to Apply and check result

- 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure 'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.
- Dormmate can be assigned only when both students, who are willing to live together, assign each other.
- There will be no special announcement of the result of dormmate application; results can be checked by room assignment result.
- **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, Fire Escape Mask
	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, Air Conditioner, Common Kitchen, Common Washing Machine, Fire Escape Mask, Common Water Purifier, Common Microwave
	Victory House		Closet, Washing Machine, Refrigerator, Air Conditioner, Electronic Cooktop, Fire Escape Mask
	Crownville		Desk, Chair, Closet, Washing Machine, Refrigerator, Air Conditioner, Electronic Cook-top, Fire Escape Mask

- Cooking is prohibited in the whole Direct Dormitory area.
- Crownville C: Some of rooms have bunk beds and the others have only mattresses(not selectable). You cannot bring your own bed into your room of the Leased buildings.
- Victory house, Crownville A: No beds
- All rooms of each dormitory have smoke masks.
- **Currently, fitness center(E/G/K-house) is temporarily closed to prevent the spread of COVID19 infection.**
- Victory house, Crownville A/C: No internet router(Prepare individually)

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 ※ 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	· All electronics except allowable electronics · Electric Heaters, Heated-water Pad, Candles, Flammable Products and Alcohol · Cooking in leased building rooms is allowed, so cooking tools can be brought in (excluding gas stove and gas burner, but allowed electric microwave)
Register facilities	· In case of using Refrigerator, Bicycle, Quick-board must register in advance. · GLS→Requirement Management->Dormitory->Register facilities · If you don't register it, penalty will be imposed. · In case of parking lot for cars or bikes, you need to submit the facility registration form by email, dorms@skku.edu after downloading the form from dormitory website ※ Only refrigerators rooming 50L or below capacity are allowed.

- **Penalty points can be imposed on the possession of prohibited products.**

3. Check-in Procedure



- 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
 - **Direct Dormitories(C/E/G/K/M-House):** Students can check in **after 15:00 on early check-in date, Aug.21.(Sat)**. However, on official check in date, Aug.28.(Sat), you can check in after 09:00.
 - Your dormitory access with family members might be restricted for the safety and convenience of all residents.
 - **Leased Building:** You can check in **from 9 am on Aug.27.(Fri)**.
- On an official check-in day, check-in process runs in Information Desk, but after that day, check-in process operates in Security Office.
- It is recommended to bring your personal cart on moving day.
- 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 homepage, 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 loss which might happen. **Do not forget to write [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	~ Sep.12.(Sun)	· Submit your personal check-in confirmation form on GLS
Taking part Orientation and Suicide prevention lecture	In the begin of Sep.(To be determined)	· For more detailed information, visit our website · Schedule might be changed
Fire evacuation drills	In the middle of Sep.(To be determined)	
Inspection all dorms	In the begin of Sep. and End of Nov.	

- **If you do not participate in 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.

7. How to check detailed information of dorm and facility photos

- Accessing the homepage by PC or mobile
 - Dormitory homepage https://dorm.skku.edu/dorm_seoul/
 - In the portal search "Sungkyungwan dormitory"
 - Dormitory homepage ▶ (Top menu) Guide ▶ Dormitory
 - ▶ Rooms and amenities for each dormitory can be seen through photos on the site



9 Submission of COVID19(PCR) Test result

1. Mandatory submission of COVID19 test(PCR) Results

- All 2021-Fall semester residents MUST submit COVID19(PCR)test result sheet that is examined within 7 days 6 nights.
- **Unable to check in SKKU dorm if your PCR test result paper is not submitted.**
- Refer to the additional announcement on dormitory homepage [Notice], for further more detailed information.

10 Submission of Tuberculosis Check-up Result

- According to the Ministry of Education policy, all students are required to submit a tuberculosis examination report.
- In order to prevent the spread of infections such as coronavirus, **it is mandatory for students to submit their results sheet within about two months; 2021.June. ~ 2021.Aug. before their regular admission date.**
- You won't be able to enter the dormitory without a valid TB test sheet.

Classification	Case	Contents
Require submission	· All new students admitting to the dorms · Students who have had on-campus examinations at Kangbuk Samsung Hospital in 2021 Spring semester	· Students who do not submit the check-up result cannot enter the dormitory. · Allow only TB test results that were tested within the period [from June. 2021~](about two months before your official check in date) · When you submit the result sheet, you must write down your student ID# and room# on the paper.
Submit exception	· A student who has already received a tuberculosis test(from 2021.June. to 2021. August.) and submitted the result sheet in advance among all residents of the summer vacation.	· No additional submission · But, in case, Students who changed student ID number after submission need to check and report it to Housing office.

- It is possible to check 'year/date' 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 an 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. **Without submission of the test you cannot enter the dorms.**
- Submission of Check-up result: Submit the result paper directly to check-in counter of your dorm on your check-in date(Submission by post is not available).
- A copy of TB test or a written sheet by other languages can be submitted and is necessary.
- **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 & COVID19(PCR) test' and does not require any other examinations.**
- Refer to Health care center homepage(<https://health.skku.edu/health/index.do>)

Contents	Humanities and Social Sciences Campus	Natural Sciences Campus
Inquiry	Health center (Student's hall, second floor) ☎ 02)760-1229, 1230, 1239	Health center (Welfare center, second floor) ☎ 031)290-5250, 5252

11 Refund Policy

1. Cancellation

Contents		Criteria of deduction
Cancellation	· 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.26.(Thur)	
Note	· How to cancel : Login Kingo->GLS->Dormitory application->Cancel check-in(Refund) 'Click' · If you cancel SKKU admission first, your student ID number will not be activated so that you cannot access to Kingo ID and GLS	

2. Mid-session Check-out

Contents	Direct-management Dormitory	Leased building
Mid-session check-out	<ul style="list-style-type: none"> Check-out or cancel after the check-in day that you choose (Including the very day) Expelled because of penalty points 	<ul style="list-style-type: none"> Cancel or check-out(Including the very day) after Regular check-in day (Aug.27.(Fri)) Expelled because of penalty points
Refund amount	<ul style="list-style-type: none"> You can get a refund after excluding 15 days' room rate from whole remaining days, in case of having over 30 days [by Nov.10.(Wed)] from the official Check-out date. No refund in case if less than 30 days remain until the regular check-out date. 	<ul style="list-style-type: none"> None-refundable In case of disease or any other reasons approved by dormitory director, apply direct dormitory refund policy.
Leaving the for military service	<ul style="list-style-type: none"> A full refund in case of more than 15 days left [by Nov.25.(Thur)] until regular check-out date. 	<ul style="list-style-type: none"> In case of having over 30 days from the official Check-out date, refund after excluding 15 days' roomrate
Deposit	<ul style="list-style-type: none"> The deposit will be refunded after your check-out date The room is left in a state of uncleanness, disrepair or facilities are missing, the sum amount needed to clean repair or replace items will be deducted from the deposit and any remainder which will be refunded. 	<ul style="list-style-type: none"> No deposit
Note	<ul style="list-style-type: none"> Leaving the dormitory for military service: Must submit Confirmation of military leave or Military enlistment certificate document. Leased building check-out because of Health problem(Disease): Must submit Hospital medical certificate or doctor's examination references. 	

- **After check-in date that you choose, regardless of whether you already check-in or not dormitory refund policy will be applied.**
- Mid-session check-out: Dormitory homepage [withdrawal from] download, fill in, and send to dorms@skku.edu
- All refunds will take about 2 weeks to transfer to the residents' bank accounts which are already registered in the admission application.

12 Inquiry

	Myeong-ryun Hak-sa(The Humanities and Social Sciences Campus (Seoul))
Homepage	https://dorm.skku.edu/dorm_seoul/
Email	dorms@skku.edu
Contact	SKKU Housing Office (02)760-0163, 0164, 0167, 0168 Weekdays 09:00-17:30 (Lunch hour 12:00-13:00)

Reward & Penalty Points

Cate gory	Arti cle	Penalty	Poi nts
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)(*The curfew is from 01:00 to 05:00 a.m., except for grad students.)	3
	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
H y	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
	29	Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate	5

g I e n e	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
Cate gory	Arti cle	Reward	Poi nts
safe	1	Providing help to the dormitory by protecting the people or the public property during emergency situations such as fire.	5
	2	Reporting of any unauthorized acts	2
C.L.	3	Regularly attending events run by the dormitory	2
	4	Cleaning well and maintaining a clean surrounding in the dormitory room	2
<p>► The term of reward/penalty points are valid for one semester (semester + vacation).</p> <p>► Total point of 20 or more: To be dismissed from dormitory, not eligible to apply permanently</p> <p>► Total point of 15 or more: To be dismissed from dormitory, limit application for a year</p> <p>► 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)</p> <p>► For repeated violations and those selected for 'Dormate', the punishment may be aggravated with twice the penalty points.</p> <p>► A student who has been ordered to leave the dormitory by penalty points must leave within four days</p> <p>► We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same penalty points on them</p> <p>► 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</p> <p>► If the management staff including security guard detects a violation, he/she shall hand over the penalty to administrative employee.</p> <p>► 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.</p>			