

※ This information apply only to Bongryonghaksa (Natural Sciences 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.

Spring semester 2024

Dormitory Admission Guidance

(Natural Science Campus Dormitory)



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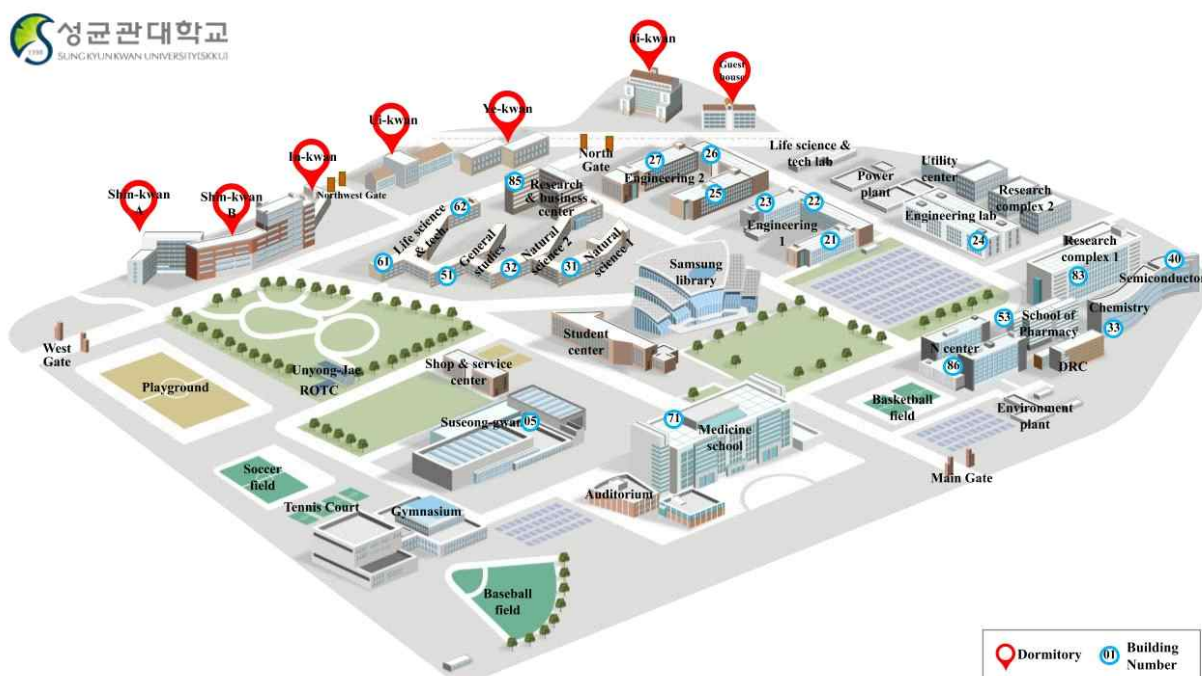
1 Dormitory Introduction

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

	Items
In-room Facilities	Heater and air conditioner, Desk, Chair, Bed, Wardrobe, Wireless internet router, Wastebasket, Broom & Dustpan
Communal Facilities	-Free to use : iron, water purifier, microwave oven, TV, vacuum cleaner -Requiring payment: Coin Laundry, Laundry drier, printer
Special notice for each Dorm	-In/Ui/Ye/Ji : Toilets & showers are communal by floor. Slippers are required in rooms. -Shin-kwan : Toilets & showers in each room. Shoes should be removed in rooms. -Heating and Cooling system is central. Not individual system (temperature cannot be controlled by room). Further information for supply schedule of Heating & Cooling, Please check Dormitory website.

4. To Be Prepared Individually

	Items
For All	-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 page 15.) *The mattress size is 100cm × 200cm
For Each Dormitory	-In/Ui/Ye/Ji-kwan: bathroom slippers (Slippers are required in indoor) -Shin-kwan: toilet paper, drying rack

5. Allowed/Prohibited items

	Items
Allowed Items	-Computer, printer, desk lamp, charger, hair dryer, automatically power off curling iron, USB humidifier, hand-held vacuum cleaner and fan are allowed
Prohibited Items	- Electric heat mat (sitting mat) / hot water mat, electric heaters, candles, flammable products alcohol, coffee machine, massage machine, electric scooter, etc. -All electric items excepting the allowed items. -Please refrain from using noisy keyboards.
Facility Registration	-Required to Register for usage of facilities (Bicycle, Motorcycle, Refrigerator) * Mini refrigerator which is less than 50L can be prepared by individual. Please check our dorm website. (Facility notice) -Tag/sticker should be attached within 7 days from check-in/purchase date. -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 Photo of Facility

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

2 Resident Selection

1. Qualified Applicants

■ Undergraduate and graduate students of Spring semester, 2024

- Students with postponed graduation of bachelor/master can't check in.
- Students supposed to be on gap-years on 2024 spring semester can't check in.
(Students on gap-year as of Apr 1st need to be leave the dorm with 15days of penalty)

2. Non Qualified Applicants (Can apply but will be fail)

■ Those who are prohibited from living in the dormitory because of penalty points.

■ Those who get academic warning (Under GPA 1.75) at previous semester.

- A student who repeat the year can't be selected because GPA is 0.
- If you don't have GPA of right before semester because of exchange student or only taking the P/F lecture, GPA of previous semester will be applied.

3. Schedule

Stage	Details	Schedule	Remarks
1st	Apply	Jan 24 th (Wed) 11:00 ~ Jan 28 th (Sun) 23:00	<ul style="list-style-type: none"> - Individual application on GLS - Can select early check-in - Application of Dormate available.
	Announce	Feb 2 nd (Fri) 11:00	<ul style="list-style-type: none"> - Check individually on GLS
	Payment	Feb 2 nd (Fri) 11:00 ~ Feb 7 th (Wed) 23:00	<ul style="list-style-type: none"> - Payment not available on 23:00~01:00 (system checking) - After 17:00, System will be overload, so we can't check the error. We recommend arranging the payment before 16:00.
2nd	Apply	Feb 8 th (Thu) 11:00 ~ Feb 13 th (Tue) 23:00	<ul style="list-style-type: none"> - Same as 1st Selection. - Dormate is not available.
	Announce	Feb 19 th (Mon) 11:00	
	Payment	Feb 19 th (Mon) 11:00 ~ Feb 20 th (Tue) 23:00	
Room Announce		Feb 23 rd (Fri) 17:00	<ul style="list-style-type: none"> - Check individually on GLS
3rd	Waiting list	Feb 28 th (Wed) 13:00 ~ Jun 4 th (Tue) 23:00	<ul style="list-style-type: none"> - First-come, First-served for Vacancy - Please check dorm office for further information.

4. Selection of check-in date

Check-in Schedule	Date	Remark
Regular residence	Mar 2 nd (Sat) ~ Jun 22 nd (Sat) [112 nights 113 days]	- Dorm apply for Summer vacation will start on May
Early check-in	Feb 24 th (Sat) ~ Mar 1 st (Fri)	- After apply, you can't change your check-in date. - After check-in date, full refund is unavailable.
Regular check-out	Jun 22 nd (Sat)	- Must check-out by 12:00 (noon)

5. Matters to be considered

- Residents of winter vacation need to select 'Feb 24th (Sat)' as your check-in date in order to stay continuously without check-out.
- 35% of capacity will be filled with Freshman of Undergraduate student.
- If you not arrange the payment on time, Dormitory is canceled automatically.
- Rooms are assigned according to the Check-in Schedule. Please select schedule carefully.
- You can't check-in before your selected check-in date. You can check-in after selected check-in date but unused period is not refundable.
- Even you give up your admission to SKKU, Dorm is not canceled automatically. You need to proceed cancellation process separately.

6. Capacity of Residents

Dorm		In	Ui	Ye	Ji	Shin A / Shin B					
		4plr	2plr	2plr	2plr	2plr	4plr	4p4r	6p3r	3p3r	1plr
Undergraduate	M	168	-	-	884	552	80	272	72	33	4
	F	-	-	342	-	390	20	80	78	21	4
Graduate	M	-	120	-	42	78	-	12	12	3	-
	F	-	80	-	-	88	40	24	24	6	-

- Shin-kwan A is for Undergraduate/Graduate, Male/Female student.
(Male/Female will be separated by floor.)
- Room assignment of Shin-kwan A/B could be changed if applicants under capacity.
- Shin-kwan B will be closed on summer vacation. So, residents of Shin-kwan B need to move other dorm on summer vacation.
- 1plr of Shin-kwan is designed for the disabled and they have priority.

7. Dorm fee (Spring semester 2024, 112 Nights)

Dormitory		Fee/day	Spring semester (112 Nights)	Deposit	Remark
In-kwan		₩4,500	₩504,000	₩30,000	<div>- There will be additional fee for Early check-in.</div> <div>- Total amount on invoice including meal, early check-in and deposit.</div>
Ui/Ye/Ji-kwan		₩6,700	₩750,400		
Shin A/B	2p1r	₩11,700	₩1,310,400	₩50,000	
	4p1r	₩8,100	₩907,200		
	4p4r	₩14,100	₩1,579,200		
	6p3r	₩11,300	₩1,265,600		
	3p3r	₩18,400	₩2,060,800		
	1p1r	₩22,900	₩2,564,800		

- Dormitory fee is variable by each Dormitory/Selection of meal/Check-in date. You can check your own dormitory fee on GLS after admission announcement.
- Deposit will be refunded 3 weeks after Check-out to bank account on GLS. If Your room is not clean or defect on facility, we will deduct it from your deposit.

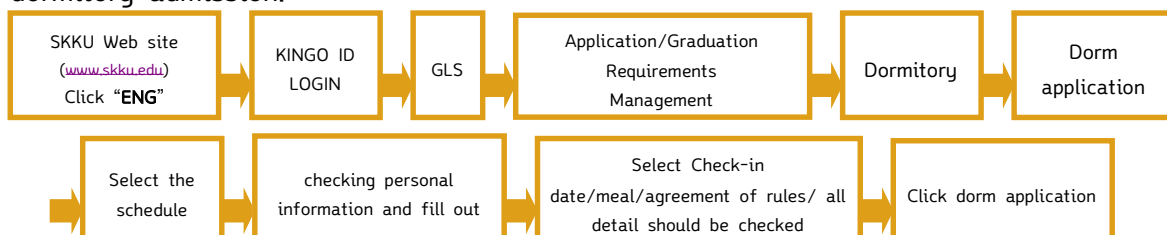
8. How to Apply for Dormitory

- All procedure is on GLS. (Apply, Check Selection result, Print the invoice.)
- The admission application system will not be in English, so you may need to download the "Guidance for Dormitory Application on GLS" file.
- To confirm what you apply



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

- After submitting your admission application, you can modify the contents until the end of the application period. But After the application period, modification is impossible.
- After paying SKKU's enrollment fee, freshman should go to the university homepage (<https://www.skku.edu>), and join Kingo Portal. Then it will be possible to apply for dormitory admission.



9. How to Check the Results and Payment



■ Check result

- After the announcement of result, You can find 'Success/Failure' at Dormitory info at GLS.
- **There is no individual phone call or text message for the result. Please check on GLS.**

■ Payment

- Arrange the payment at account on invoice. Total amount is including dormitory fee, meal fee, deposit.
- Bank account on invoice is single-use account. Account holder name is applicant's name. Payment amount should be **exactly same** as invoice. If you deposit more or less, payment will be failed.
- **If you don't arrange the payment on time, Dormitory is canceled automatically.**

10. Principle of selecting Dormitory residents

- Freshman of 2024 Spring semester have priority. Freshman capacity is maximum 35% of the total capacity. And enrolled student except freshman will be selected by GPA of right before semester.
- Not select separately for school grades/departments.
- Dormitory residents will be selected by each Dormitory and Room type. You need to select 1st to 7th preference.
- **If there are specific room type which is still have vacancy after 1st selection, Someone who select that room type by 2nd preference has priority. So if you don't select 2nd ~ 7th preference, your priority will be last one.**
- Specific department or student who has priority for the dormitory still have to be qualified. and Priority is only valid for 1st selection. If failed, will be selected randomly among 2nd ~ 7th preference.
- If there is tie score when selection of enrolled students, penalty point and received credits could be considered.

11. Assigning Rooms

- Room assignment will be done after payment. It is policy to **put students of same year and different major** together. When applying, you select your sleeping type and it is considered for dorm management to allocate rooms.
- **Assign room as same as winter vacation (Stay continuously without check-out)**
 - You need to select Feb 24th as your check-in date.
 - If you are selected at same dormitory & room type as winter vacation, No need check-out.
 - If you apply the dormate, you will be assigned different room from winter vacation.
(depending on Dormitory vacancy status)
- Winter vacation residents who wants to change the room should visit dorm office and apply for the room change until Feb 16th (Fri) 17:00
- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all countries can be roommates each other.

12. GPA for recent 4 regular semester.

- Residents will be selected by relative evaluation among applicants. So please consider below table just for reference.
- GPA on below table is for 1st preference among 1st selection.
- Applicants with priority compete with each other. Their GPA is not related to below table.

Year-semester		2022 Spring				2022 Fall				2023 Spring				2023 Fall			
Dorm		Under graduate		Graduate		Under graduate		Graduate		Under graduate		Graduate		Under graduate		Graduate	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
In-kwan		3.56	-	-	-	ALL	-	-	-	3.69	-	-	-	ALL	-	-	-
Ui-kwan		-	-	-	-	-	-	ALL	ALL	-	-	ALL	ALL	-	-	ALL	ALL
Ye-kwan		-	-	-	-	-	ALL	-	-	-	4.03	-	-	-	3.5	-	-
Ji-kwan		4.09	4.05	ALL	4.25	ALL	-	4.1	-	4	-	4.17	-	3.25	-	3.75	-
Shin-Kwan	2p1r	3.89	4.13	ALL	ALL	ALL	ALL	ALL	ALL	3.98	4.23	ALL	4.17	ALL	ALL	ALL	ALL
	4p1r	3.84	4.15	-	ALL	3.97	ALL	-	4	3.81	3.76	-	ALL	ALL	ALL	-	ALL
	4p4r	4.19	4.05	ALL	ALL	4.19	3.88	ALL	ALL	4.33	4.33	ALL	4.07	ALL	4.21	4.33	4.5
	6p3r	ALL	3.53	ALL	ALL	ALL	3.53	ALL	ALL	3.39	3.79	ALL	ALL	ALL	ALL	-	-
	3p3r	4.36	4.41	ALL	4.5	4.28	4.42	ALL	4.5	4.5	4.5	4	ALL	3.38	4.1	4.25	4.5

- ▶ 'All' means there are few applicants so they are all selected.
- ▶ Disabled people have priority for 1p1r of Shin-kwan.

1. Cafeteria

Location	Shin-kwan	Ji-kwan
User	All residents	Only for Ji-kwan residents

2. Cafeteria Opening hours

■ Operating period : 2024.03.04.(Mon)~2024.06.21.(Fri)

	Cafeteria	Opening time	Limit of using ticket
Breakfast	Only at Shin-kwan	08:00-09:00	2 times
Lunch	2 menu at Shin-kwan 1 menu at Ji-kwan	11:30-13:00	3 times
Dinner	Shin-kwan/Ji-kwan	17:30-18:30	3 times

▶ Cafeteria is open only weekdays. (Closed on Weekends and Holidays)

▶ On 2024.06.21.(Fri), Dinner is not served. Please take note.

3. How to use

■ Residents who apply for meal plan : Tag your Student ID card.

■ Residents who didn't apply for meal plan : On-site payment by credit card.

■ Meal ticket is not transferable to other residents.

4. Advance purchase of Meal ticket

■ You can purchase Meal ticket for whole semester at once when you apply dorm.

■ You should select 1 option among 3 options. (1meal/day, 2meals/day, No meal/day)

■ Remaining meal tickets on end of semester are not refundable.

■ Meal ticket is available only during residence period.

■ You can use cafeteria even you select no meal. You can pay by credit card.

■ Meal ticket is only available at Dorm cafeteria. It's not usable at other cafeteria.

5. Price of Meal plan

■ On-site payment : ₩4,500 / 1 meal

■ Applying dorm with Meal plan : Discount Meal fee will be included on your dorm fee.

Options	No meal	1 meal	2 meals
Number of tickets	On-site payment	76 tickets	152 tickets
Price per ticket	₩4,500	₩4,300	₩4,100
Total amount	-	₩326,800	₩623,200

6. Changing Meal plan

- You can change your meal plan at the beginning of semester.
- Meal plan changing period : 2024.03.04.(Mon) 11:00 ~ 2024.03.08.(Fri) 13:00
- **After changing period, there is no more chance of change. And remaining meal ticket is not refundable at the end of semester.**
- Refund or Additional payment for meal plan

Options	How to Calculate
Adding meals (Additional payment)	Additional amount should be paid. Total meal ticket of changed plan will be provided deducting tickets used.
Reducing meals (Refund)	2meals -> 1meal : 66 tickets will be refund. $66\text{tickets} = \text{Total } 152\text{tickets} - 76(\text{Reduced meal}) - 10(\text{changing period})$ 1meal -> No meal : 71 tickets will be refund. $71\text{tickets} = \text{Total } 76\text{tickets} - 5(\text{Changing period})$

- We consider the meal ticket already been used during changing period even you didn't use.
- ex) 1 meal -> No meal : Refund remaining ticket deducting 5 tickets
2 meal -> No meal : Refund remaining ticket deducting 10 tickets
2 meal -> 1 meal : Refund remaining ticket deducting 10 tickets
- For more information about meal tickets, please check dorm website.
 - You can contact Cafeteria directly (Tel: 031-299-6525)

4 Dormate (Roommate)

1. Purpose

- This is the benefits to exemplary students who have followed the rules of the dormitory.
- For your satisfactory dormitory life, You can select your roommate.

2. Qualified applicants

- Applicants who don't have any penalty point on fall semester & winter vacation of 2023.
 - Applicants without penalty point who didn't stay at dormitory on fall semester & winter vacation also can apply for dormate.
 - Freshman of 2024 spring semester can't apply. (Available from 2024 fall semester)
- Student who applies for the 1st selection.
(If you selected at 1st but canceled by unpayment, Your dormate also canceled.)
- Student who selects In/Ui/Ye/Ji/Shin 2plr/Shin 4plr/Shin 6p3r as 1st preference.
- If you suppose to be assigned at same room as winter vacation, Your room could be changed.

3. How to check the result

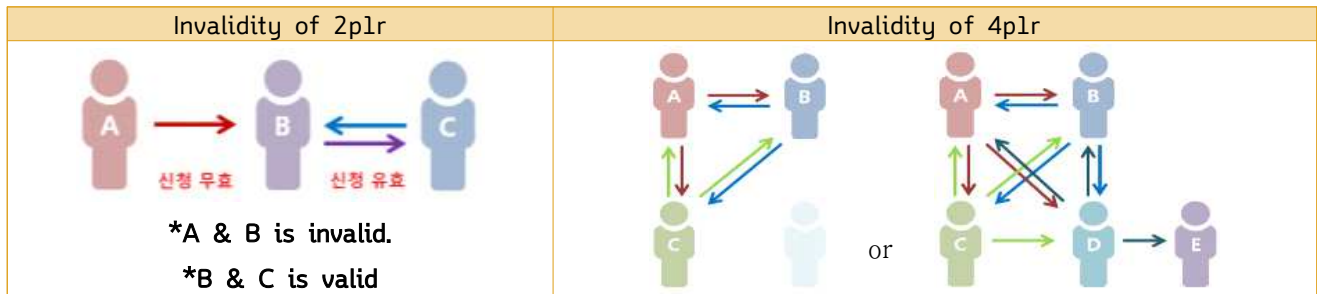
- Dormitory applying procedure is including dormate. It is only possible that applicants is qualified.
- Applicants of dormate should **appoint each other including him/herself**. (*early check-in is not affect to dormate result)
 - Ui/Ye/Ji/Shin 2plr: Appoint 2 people as dormate including yourself.
 - In/Shin 4plr: Appoint 4 people as dormate including yourself.
 - Shin 6p3r: Appoint 6 people as dormate including yourself.



- For further information, Please check 'Guidance for Dormitory Application' on GLS
- Result of dormate should be checked individually. **No phone call or message**
- We try to select all applicants of dormate, but if there are too many applicants, we will consider the grades.

4. Case of invalidity of dormate

- Didn't appoint each other. ex) A appointed B, but B didn't appointed A or appointed C.
(In case of Shin-kwan 6p3r, there is only 5 applicants, it will be canceled.)



- One of the applicants is excluded from the selection or selected to another dormitory or room type
- Dormitory is canceled because of unpayment
- Graduate&Undergraduate, Male&Female, Freshman student appoint each other as dormate.

■ Appoint dormate by Student ID. So if there is typo on your dormate student ID, it is also invalid.

5. Dormate life rules

- Dormate could get double penalty points for what can be considered as joint responsibility in the penalty rule.
- For further information of dormate, You can find at FAQ of dormitory website.

1. Mandatory submit of Tuberculosis test result

- For safe life in dorm, All residents must submit the tuberculosis test result which is conducted **within 2 month before the Check-in date.**
- Tuberculosis test result is valid which is issued **after Dec 1st 2023.**
 - Test result must include the phrase “Normal/Full recovery/Not contagious”.
 - You need to write down your student ID, name, room No. at the top of the result.
 - **Without Tuberculosis test result, Check-in is extremely impossible.**
- You can check your recent tuberculosis test date, penalty point, grades of right before semester at GLS.

<Applicants who need to submit TB test result>

	Tuberculosis test date	Remark
Mandatory	<ul style="list-style-type: none"> - Get test result before Dec 1st 2023 - Never get Tuberculosis test before 	Without Tuberculosis test result, Check-in is extremely impossible.
Exemptive	<ul style="list-style-type: none"> - If you submit tuberculosis test report after Dec 1st 2023. 	No need to submit again. But if your Student ID is changed, You need to check with Dorm office.

- Test report including **name, gender, date of birth, date of chest x-ray.**
- Only Clear results **(Normal/Tuberculosis not found/Full recovery)** can be accepted.
- You need submit Test report. Not x-ray film.
- Test result must be submitted by paper on check in date. (E-mail or Post is not acceptable.)
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an x-ray machine. The results can take 1-7 days. so please prepare it before check-in date in advance.
- We only check the result of Tuberculosis. other disease is not considering.

6 Check-in Process

1. Admission Procedure

- Check-in date : On or After day which was selected as your check-in date

Before your check-in day, You can't check-in or keep your luggage.

- Check-in time (*Must be punctual)

Check in date	Check in time
Feb 24 th (Sat)	15:00~21:00
Feb 25 th (Sun) ~ Mar 2 nd (Sat)	09:00~21:00

- On Feb 24th, Check in is available from 15:00 because of winter vacation check out.
- Check-in after selected check-in date is available. (Unused date is not refundable)
- Not allowed the entrance of other people except residents.

- Check-in Procedure



- Temporary dorm office at each dormitory

- Dorm office is at Shin-kwan A.

But, for residents convenience, it is operated at each dormitory when Check-in period.

Dormitory	In/Ui/Ye-kwan	Ji-kwan	Shin-kwan
Location	Ui-kwan entrance	1 st floor of Ji-kwan	Auditorium at Shin B B1F

2. Admission Period Assistance Details

- Courier or Parcel : You can send your luggage by courier 3-5 days before check-in date.

- Luggage could be lost. You need to write your Name and Contact detail on Box.
- Please find your luggage at Parcel storage.

- Handcart: We have handcart for carrying luggage. but Elevator is small so it could be very crowded. We recommend you bring your own Cart or Suitcase with wheel.

- Parking: We will provide Free Parking ticket for campus parking lot.

Ji-kwan is located outside of campus so parking is free. (No need tickets)

3. Remark

- Dormitory life is communal and the room is small, so please do not bring things which could give your roommate discomfort, or prohibited items with you.
- To avoid discomfort to your roommate, try not to bring your family into the room or aisle during your stay, and try to do your own cleaning and laundry, not relying on your family.

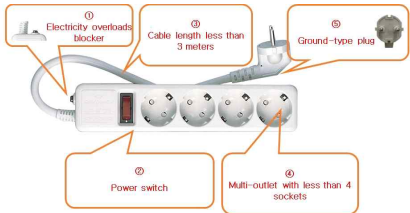


7 Dormitory Life Rules

1. Dormitory Etiquette

- As a communal space, Dormitory have regulations on safety/communal living/hygiene. If resident violates the rules, 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.
- In order to reduce the complaint of resident for Noise at night, Dormitory have curfew.
 - You will get penalty if you pass the gate during curfew time (01:00 ~ 05:00)
 - Curfew is only for undergraduate student. No curfew for graduate students.
 - No curfew on Weekend and Exam period.

2. Multi-Outlet Usage

- ① **Electricity overloads blocker:** To protect the electronic from the overloads
- ② **Power switch:** To control the power by using switch from going on/off.
- ③ **Cable length less than 3 meters:** Longer the cable gets, more heat it will emit.
- ④ **Multi-outlet with less than 4 sockets:** To prevent ground fault and electric shock, must use the one that has 4 sockets or less.
- ⑤ **Ground 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>No switches of controlling power or blocking overloads</p>  <p>Multi-outlet with more than 5 sockets</p>

3. Noisy keyboard

- There are lots of complaints because of the Noisy keyboard. We recommend you to use non-noise keyboard.

4. Stay out overnight

- We will contact your family or roommate if there is no passing record more than 5 days without any information to us.
- If you stay out overnight more than 5 days, You need to upload your stay out plan at GLS.

5. 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)	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 L i v i n g	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
	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
<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.</p> <p>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>			

8 Orientation & Fire drill

1. Dormitory Orientation

- Introducing program of dormitory to residents.
(Information for Dorm facility & Dorm life rules, Introducing main program)
- All residents are required to participate.
- **Proceeded by online. Schedule to be decided.**

2. Fire drill & Emergency drill

- Escape training through the fire exit in emergency situations, Practical exercise using fire extinguishers & hydrants will be conducted. Also, General fire safety education will be conducted through the experts.
- Required at least once a regular semester (Penalty will be imposed if you do not attend)
- **Schedule to be decided.**

9 Refund policy

1. Dormitory Fee Refund Policy

Cancel Dormitory	Standard	Decide to cancel the Dormitory until 1 day before check-in date.
	Refund	100% Refund
	How to apply	<ul style="list-style-type: none"> - GLS→Dorm application→click the [Leaving dormitory] - You should apply until the day before your check-in date. - If you cancel the enrollment of University, still need to cancel the Dormitory separately.
Mid term Check-out	Standard	<ul style="list-style-type: none"> - Cancel the dormitory on check in date without check in - Decide to cancel the Dormitory after check-in date - If remaining date is less than 30 days, No refund. After 2024. 05. 23(Thu), No refund
	Refund	<ul style="list-style-type: none"> - 15 days of dorm fee will be deducted from remaining date. - If remaining date is less than 30 days, No refund.
	How to apply	<ul style="list-style-type: none"> - Before check out day, you must visit dormitory office to fill out the application form after cleaning your room. - Dormitory office is closed on holiday. So, Please visit in advance.

- It is essential to agree with refund policy. So you need to visit Dormitory office before check-out. If you check-out without this process, we consider visiting day as the check-out day, so it's meaningless if you move out without visiting office.
- ex) If you move out on weekend, and visiting office on next Monday, then your check-out date is Monday.
- Meal fee refund : 11day of meal fee will be deducted as penalty. Remaining day is less than 30day, Meal fee is not refundable.
- For check-out process, you need to visit Dormitory office on working time.
 - Dormitory office working time : 09:00~17:30. (Closed on weekend and Holiday.)
- Check-out Refund policy will be applied to Compulsory by penalty point or Disease as well.
- Deposit will be refunded when check-out. But if there are Non cleaning or Defect on facility, we will deduct it from deposit.
 - ₩10,000 for Non cleaning, Losing card key or Key, Waterproof sheet
 - Actual cost for other facility.
- All residents need to report facility status on Check-in list. In case of defect or missing on facility which is not remarked on Check-in list, residents need to take responsibility.
- If there is no waterproof sheet when you check-in, you must contact security office and receive it. And leave on mattress when check-out.
- Refund process will take maximum 3 weeks. If there is typo on bank account, it will be delayed. Please well check your bank account number.

10 Open Kitchen

- Open kitchen is only for foreign students who need to cook their own meal because of cultural differences.

Open kitchen	Location	Users
Ui-kwan kitchen	Ui-kwan 1F	Only for Ui-kwan residents
In-Kwan kitchen	In-kwan B1F	For residents of All dormitory

- Application for Spring semester will be on **Feb 7th (Wed) 10:00**.
- Application will be proceeded by Google form. Please check notice on dorm website.
- Current user also need to apply for upcoming semester again.
- Cabinet & Refrigerator number will be given **on a first-come-first-serve basis**.
- **Standing room system: Applicants who fail to get cabinet still can use the open kitchen facility without cabinet/shelf/refrigerator.**
- Current users who success to get the cabinet for next semester will be assigned at same cabinet. If you want to change the cabinet number, you need to come dorm office.
- All stuff for cook should be prepared by yourself. We only for cook top, refrigerator, microwave.
- For using refrigerator, all stuff should be stored at airtight box. Please prepare it by yourself.
※ Refrigerator airtight box size : Max. 316x232x155mm
- In case of rice cooker and air fryer, you need to register it on GLS.
- Be sure to check and follow the open kitchen rules on the notice.

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 application and signing out 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 kitchen* ★
- 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 student'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. for each meal time.
- 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 11:00~15:00
- ③ 16:00~23:00

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

※ 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 student'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 and Using out of operating hour [3]
- 7) Using unappointed cabinet, refrigerator and grain airtight container [5]
- 8) Not following the rules, 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]

11 Inquiries

	Dormitory office of Natural Science Campus
Website	https://dorm.skku.edu (Need log-in to use Q&A)
E-mail	dorm@skku.edu
Tel	(031) 290-5181~5186
	Weekdays 09:00~17:00 (lunch : 12:00~13:00)

*When check-in/out period, Dormitory office will be very crowded. So we recommend you using E-mail.