

## **Guidelines for Accommodation at the TKU Hwei-Wen Hall**

Secretariat Regulation No. 1040000016 (06/10/2015)

1. These guidelines were formulated to maintain the quality of living at the TKU Hwei-Wen Hall and enhance its rate of occupancy.
2. The TKU General Services Support Section, Office of General Affairs, is the Section responsible for all matters to do with Hwei-Wen Hall.
3. Application for accommodations can be divided into public expense and private expense; the applicable users are as below:
  - a) Public expense: Scholars who come to the university to lecture, to participate in international conferences and to establish sister-school relations.
  - b) Private expense: TKU faculty, staff, students, alumni, or their family and close friends.
4. Scholars who are invited to TKU by a TKU academic department or administrative office to deliver a speech, take part in a conference, or participate in other forms of exchange, and who gain formal approval to do so, may stay at Hwei-Wen Hall from the day before the activity starts to the day after it ends.
5. Applications for TKU-sponsored accommodation for visiting scholars should be made using the OD system. For lengths of stay of one to five nights (inclusive), approval must be gained from the Dean of General Affairs. For lengths of stay of over five nights, approval should be sought from the Vice President of Administrative Affairs.
6. Those who stay at Hwei-Wen Hall at their own expense must reserve a room at least five days before the scheduled stay. Reservations must be made during work hours via telephone or email.
7. Based upon the types, locations, facilities, and equipment at TKU, usage fees and maintenance fees are charged per the billing of the following schedule.
8. TKU faculty, staff, students, alumni, or their family and close friends receive a premium fixed price of 40% off. Accommodations are limited to two weeks.

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9. Accommodation for the families and close friends of faculty, staff, students, and alumni must be arranged and booked by the faculty, staff, students, and alumni themselves.
10. Those who wish to change or extend the dates of bookings for guests whose stay is sponsored by TKU must do so at least three days before the guest(s) check in. Cancellation of bookings must be carried out by the TKU department / office responsible for the guest's visit, with notice provided at least five days before the guest was scheduled to check in.
11. Refunds for the modification, extension, or cancellation of dates of scheduled stays for self-paying tenants are granted based on the following criteria:
  - a) Those who provide at least five days notice will receive a full refund.
  - b) Those who provide only three days notice will be charged 30% of the cost of the first day's accommodation.
  - c) Those who provide only one day's notice will be charged 80% of the cost of the first day's accommodation.
  - d) Those who only provide notice on the day they are scheduled to move in will be charged the entire cost of the first day's accommodation.
12. When checking out, guests must return the keys and swipe card. Those who are paying for themselves and who have not vacated their rooms by 12:00 midday will be required to pay for an extra half-day's accommodation. Those who have not checked out by 6pm shall pay for an extra full day's accommodation.
13. In the case of damage to the room or missing items, the department / office or person who made the reservation will be responsible for providing full compensation in accordance with the *TKU Regulations on Property Management*.
14. Details for booking accommodation:

Phone: (02) 2621-5656 Ext# 2498

Service hours: 8am – 5pm Monday to Friday ((not including public and school holidays)

Email: [agox@ao.tku.edu.tw](mailto:agox@ao.tku.edu.tw)
15. This set of guidelines will take effect on the date of its publication after being passed in a general affairs meeting and approved by the TKU President. The same applies to any later amendments made.