

# **Nanhua University Students Off-Campus Accommodation Visiting Project**

## **I Foundation**

1. 29 March 99 letter no. 0990050135 from Ministry of Education Taiwan Army (2)  
“Promote the Visiting Project on Off-Campus Accommodation of High School Students and above”.
2. 4 March 100 letter no. 1000036225B from Ministry of Education Taiwan Army (2)  
“Request to Implement the Visiting Project on Off-Campus Accommodation of High School Students and above”.
3. 20 January 103 letter no. 1030010041 from Ministry of Education Taiwan Education (5)  
“Request to build and renew data of Students Off-Campus Accommodation to Enhance Various Visiting Service”.

## **II Objective**

In order to understand students’ off-campus life situation, maintain safety and service quality of off-campus accommodation and prevent dangerous incident from occur, the procedures of counseling criterion for students living off-campus (Attachment 1) for this project is set to reduce parents and students’ worry.

## **III Concept of Implementation**

According to the main points of “Promote the Visiting Project on Off-Campus Accommodation of High School Students and above” of Ministry of Education, we implement counseling service for students living off-campus by visiting off-campus accommodation, build up service platform (information network), make the way of dispute settling smooth and provide legal consultancy service.

## **IV Way to Implement**

### **1. Set up residential lease information network**

- (1) Students Living Guidance Unit of Student Affairs Office sets up network for off-campus accommodation (including service network) to provide information of residential lease, such as Student Residential Lease Agreement (Attachment 2), common cases of residential lease dispute, legal knowledge of residential lease, procedures of dispute settling and life hygiene education for students’ use.

- (2) Information of houses which do not comply with standard will be prohibited on service platform to ensure students' safety.

## 2. Information set up of students living off-campus

In the first semester of each academic year, class teacher should request students to fill in off-campus accommodation questionnaire (Attachment 3) and renew accommodation's information in school affairs administrative system. Department office should regain the questionnaire and send to Students Living Guidance Unit in two weeks after the semester begins as basis of service and contact in the future.

## 3. Visiting services

Class teacher should carry out visit services for students living off-campus within 2 months according to the questionnaire and send the visiting records to Students Living Guidance Unit. Class teacher can visit by the following ways:

- (1) Phone visit: Suitable for present students and lived off-campus 1 year and above. (Attachment 4)
- (2) Interview: Suitable for accommodation with carried out site visit before or students who never change the accommodation. (Attachment 5)
- (3) Site visit (at least 20% students in the class): Suitable for students living off-campus for the first time or students who changed accommodation. (Attachment 5, 5-2)

## 4. Visiting groups:

- (1) Groups of departments: Formed by class teacher of each class of every department while director of each department acts as group leader. Every department carry out survey for students living off-campus and record the information and result of visiting to school affairs administrative system. This will bring in as an evaluation standard of yearly excellent class teacher held by Student Counseling Center of Student Affairs Office.
- (2) Group of general visiting (Attachment 6): Formed by military instructors and staffs from school security center which lead by dean of Student Affairs Office to carry out visiting.

## 5. Emphasis of visiting:

- (1) Check on safety of accommodation. Promote safety way of using electricity, fire (prevention of carbon monoxide poisoning) and precautions against natural calamities.
- (2) Survey on students' general living situation.

- (3) Approach on diseases and urgent problems.
- (4) Approach on special and emergency cases.
- (5) Other advices for maintaining students' safety.
- (6) Visiting staffs should reflect on problem and handle it while visiting.
- (7) Visiting groups should carry out visiting services when students requested.

6. Notices while visiting:

- (1) Visiting staffs should keep contact with landlord and police station if there is any special situation.
- (2) Visiting staff should bring along identity proof while visiting.
- (3) If there is any problem, visiting staff should reflect and handle with it immediately and contact with student's parents.

7. Dispute settling:

- (1) Students may call school off-campus residential lease service hotline (05-2720690) when encounter with emergency cases. Staff in charge of residential lease or school security center will handle it according to school incident notification system and procedures.
- (2) Students or landlord who encounter with dispute may tell staff in charge of residential lease (05-2721001#1605) or school security center to get suitable advice on dispute settling.

V Any matters not mentioned herein may be revised or supplemented.

Attachment 1 Procedures of counseling criterion for students living off-campus

| Procedures   | Responsibility  | Form   |
|--|---|--|
| <pre> graph TD     A[Class teacher and military instructor carry out survey for students' off-campus accommodation] --&gt; B[Class teacher and military instructor get visiting record sheet (can download from internet)]     B --&gt; C[Visit to accommodation (Class teacher, military instructor)]     C --&gt; D{Problem found at the accommodation}     D -- Yes --&gt; E[Problem handling by class teacher and military instructor or related unit]     D -- No --&gt; F[Post the information of residential lease onto service platform]     E --&gt; F     F --&gt; G[Hand in visiting record to Students Counseling Center at the end of semester and discuss during class teacher meeting (evaluation standard of yearly excellent class teacher)]                     </pre> | <p>Students Affairs Office/Students Living Guidance Unit</p> <p>Department Offices, class teachers and military instructors</p> <p>Department Offices, class teachers and military instructors</p> <p>Department Offices, class teachers and military instructors</p> <p>Students Affairs Office/Students Living Guidance Unit</p> <p>Department Offices, class teachers and military instructors</p> | <p>Off-campus accommodation questionnaire</p> <p>1. Phone visiting record sheet<br/>2. Interview record sheet</p> <p>1. School incident notification form<br/>2. School security duty record</p> |

Attachment 2



## Student Residential Lease Agreement

Accommodation:

Residential lease service hotline: 05-2720690

Nanhua University Student Residential Lease Agreement Version 104.4.21

The parties:

The Landlord: \_\_\_\_\_

The Tenant: \_\_\_\_\_

Guarantor of the Tenant: \_\_\_\_\_

In consideration of the mutual covenants regarding the leasing of the premises, the parties hereby agree as follows:

Article 1 Leased premises, area and purpose of usage

1. Address: \_\_ Floor, No. \_\_, Alley \_\_, Lane \_\_, Section \_\_, \_\_\_\_\_ Street/Road, \_\_\_\_\_ Township/City/District, \_\_\_\_\_ City/County (site location: Land No. \_\_, Subsection \_\_, Section \_\_)
2. Area:  whole/  part: \_\_ floor  \_\_ unit(s)/  room no. \_\_; area: \_\_ m<sup>2</sup>, age of building: \_\_ years
3. Purpose of usage:  residential purposes/ business purposes/ others: \_\_\_\_\_
4. Leased auxiliary equipment:

Article 2 Term of the lease

1. The term of the lease commences on \_\_\_\_\_ and ends on \_\_\_\_\_, altogether \_\_\_\_\_ year \_\_\_\_\_ months.
2. Others:

Article 3 Rental payments and security deposit

1. The monthly rent payable by the Tenant is NTD \_\_\_\_\_.
2. Rental payment is due by the  \_\_ day of each month/ \_\_ month \_\_ day of each half year/ other: \_\_ month \_\_ day
3. Security deposit by the Tenant is NTD \_\_\_\_\_.

The Tenant shall pay the deposit to the Landlord at the time of execution of this Agreement. The Landlord shall refund the security deposit set forth in the preceding paragraph to the Tenant when the term of the lease ends or the Tenant returns the premises upon expiration of this Agreement.

4. The Landlord may deduct the aforesaid amount and relevant charges that the Tenant has not paid from the security deposit.

5. Others:

#### Article 4 Tax burdens

1. The house tax and land value tax shall be paid by the Landlord.
2. Relevant charges incurred during the term of the lease including electricity charges/water charges/gas charges/telephone charges/administration fees/Internet usage charges/public area electricity charges/others: \_\_\_\_\_ to be paid by the Tenant, other charges are included in rental payment.
3. The method of payment thereof is NTD\_\_\_\_\_ per month/NTD\_\_\_\_\_ per half year/NTD\_\_\_\_\_ per person (divide with housemates/roommates)/  according to actual expenditure.
4. Others:

#### Article 5 Sublease

1. The Tenant may lease whole or part of the premises to third party after obtained the permission of the Landlord.
2. Others:

#### Article 6 Repairs and renovation

1. In the event that the premises or auxiliary equipment is damaged and in need of repairs, the Landlord shall be responsible for such repairs. The Tenant may terminate this Agreement if the Landlord fails to complete the repairs within a reasonable period of time or do not the purpose of repair is not suitable.
2. In the event that the facilities of the premises are in need of renovation, the Tenant may carry out installations by himself/herself in accordance with applicable laws and regulations only after obtaining permission from the Landlord. However, any installations shall not adversely affect the structural safety of the original construction.
3. When returning the premises in the conditions set forth in the preceding paragraph, the Tenant shall be responsible for the destruction.
4. Others:

#### Article 7 Responsibilities of the Tenant

1. The Tenant shall maintain the premises with the due care of a good administrator. If the premises are used for illegal purposes or storing dangerous substances which affected public safety, the Tenant shall be responsible for providing compensation for any damage or destruction caused to the premises.
2. The Tenant shall obey the regulations in using premises and other leased auxiliary equipment.
3. Others:

#### Article 8 Consequences of agreement violation

1. The Landlord may terminate this Agreement where the overdue rent amounts to two months' rent and the Tenant still fails to pay the rent within a reasonable period of time specified by the Landlord by means of a reminder notice.
2. The Tenant shall pay twice of the penalty calculated from second day of the end of term of the lease if he/she fails to return the premises.
3. If any of the parties violated this Agreement, he/she shall compensate for the other side of the damage and payment of litigation costs or other related costs.
4. Others:

#### Article 9 Return of the premises

1. The Tenant shall, immediately after the end of the term of the lease or upon termination of this Agreement, return the premises to the Landlord without request for moving costs or other costs from the Landlord. Any items left behind by the Tenant after the end of the term of the lease, the Landlord can freely dispose of such items. The costs required for disposing of the items left behind shall first be deducted from the security deposit and the Landlord may request the Tenant to pay for any shortfall.
2. If the Tenant obtained permissions from the Landlord, he/she may return the premises in the condition of being renovated.
3. Others:

#### Article 10 Settlement of disputes

The parties may settle any dispute arising from this Agreement by applying for conciliation by the \_\_\_\_\_ court of Taiwan.

#### Article 11 Handling of matters not covered

Any matters not covered by this Agreement shall be settled in a fair manner based on applicable laws and regulations, customs, and the principles of equality, reciprocity, honesty, and credibility.



Article 12 Other agreements

1. The Tenant may terminate this Agreement earlier by giving a one-month advance notice and penalty equivalent to one month rent to the Landlord.

2. Life norm:

3. Others:

This Agreement shall become effective on the date of execution. Each party shall retain an original copy of this Agreement.

The parties:

The Landlord:

Name:

Signature/Seal

Permanent address:

ID number:

Date of birth:

The Tenant:

Name:

Signature/Seal

Permanent address:

ID number:

Date of birth:

Guarantor of the Tenant:

Name:

Signature/Seal

Permanent address:

ID number:

Date of birth:

Date:

(yy)

(mm)

(dd)

Reference 1: Leased auxiliary equipment list (each party held one of the original)

| Equipment | Unit | Status before leased                      | Responsibility of repair  | Repair fees  | Remarks  |
|-----------|------|---|---|--|--|
| Ex: Desk  | 1    | New or second hand product in good status | <input checked="" type="checkbox"/> The Landlord<br><input type="checkbox"/> The Tenant | <input checked="" type="checkbox"/> The Landlord<br><input type="checkbox"/> The Tenant<br><input checked="" type="checkbox"/> Eliminate after destroyed | <input checked="" type="checkbox"/> The Tenant shall responsible for improper usage of equipment<br><br>The Landlord <input checked="" type="checkbox"/> need <input type="checkbox"/> need not to replace damaged equipment |
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Signature of the Landlord:  
 Signature of the Tenant:  
 Date: (yy) (mm) (dd)

Reference 2: Rental payment details (each party held one of the original)

| Term of lease:  |        |                 |                    |         |
|-----------------|--------|-----------------|--------------------|---------|
| Rental payment: |        | Payee:          |                    | Remarks |
| Month           | Amount | Date of receive | Signature of payee |         |
|                 |        |                 |                    |         |
|                 |        |                 |                    |         |
|                 |        |                 |                    |         |
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|                 |        |                 |                    |         |
|                 |        |                 |                    |         |

Reference 3: Deposit receipt

|  |                   |                  |      |
|--|-------------------|------------------|------|
| Receipt  |                   |                  |      |
| Deposit amounts NTD  | was received from | (the Tenant) and |      |
| keep until   | (date).           |                  |      |
| The Landlord may confiscate the deposit if the Tenant did not rent the house.      |                   |                  |      |
| The landlord shall repay back the deposit in double if refused to lease the house. |                   |                  |      |
| Drafted specifically as evidence for this preface.                                 |                   |                  |      |
| The Landlord:  |                   |                  |      |
| The Tenant:  |                   |                  |      |
| Date:  | (yy)              | (mm)             | (dd) |

Attachment 3 Off-campus accommodation questionnaire

| Nanhua University Academic Year  |      | Semester     | Off-campus Accommodation Questionnaire |                           |                              |
|--|------|--------------|--|---------------------------|------------------------------|
| Educational system: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Advance Study Class<br><input type="checkbox"/> Master Degree <input type="checkbox"/> Doctoral degree |      |              | Department:<br>Year/Class:             |                           |                              |
| Student number   | Name | Phone number | Off-campus accommodation address       | Name of the Landlord      | Phone number of the Landlord |
|  |      |              |  |                           |                              |
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|  |      |              |  |                           |                              |
| Class representative's signature   |      |              |  | Class teacher's signature |                              |

1. If space is not enough, please use a separate sheet.
2. This questionnaire should be send to Students Living Guidance Unit in two weeks.
3. Class teacher should hold a copy of this questionnaire before send to Students Living Guidance Unit.

| Nanhua University - Phone Visit Record Sheet |   |  |                |                       |
|--|---|--|----------------|-----------------------|
| Department/Class:                            | <input type="checkbox"/> Day<br><br><input type="checkbox"/> Night  | <input type="checkbox"/> Undergraduate <input type="checkbox"/> Advance Study<br>Class <input type="checkbox"/> Master/Doctoral Degree<br>_____Department__Year__Class   | Date of visit  | / /<br><br>(yy/mm/dd) |
| Student's name                               |   |  | Contact number |                       |
| Landlord's name                              |   |  | Contact number |                       |
| Address                                      |   |  |                |                       |
| Residential safety                           | *Aisle  | (1)Second emergency exit : <input type="checkbox"/> Yes <input type="checkbox"/> No (2)Aisle : <input type="checkbox"/> Unblock <input type="checkbox"/> Narrow  |                |                       |
|  | *Emergency exit   | (3)Evacuate sign : <input type="checkbox"/> Clear <input type="checkbox"/> Not clear or no sign<br>(4)Evacuate method: <input type="checkbox"/> Clear <input type="checkbox"/> Not clear   |                |                       |
|  | *Fire extinguisher  | <input type="checkbox"/> Qualified <input type="checkbox"/> Not qualified <input type="checkbox"/> No fire extinguisher  |                |                       |
|  | Fire alarm or smoke detector  | Fire alarm: <input type="checkbox"/> Present <input type="checkbox"/> Absent<br>Smoke detector: <input type="checkbox"/> Present <input type="checkbox"/> Absent   |                |                       |
|  | *Entrance control system  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |                |                       |
|  | *Water heater   | <input type="checkbox"/> Gas water heater, location: <input type="checkbox"/> outdoor; <input type="checkbox"/> indoor ( <input type="checkbox"/> Ventilated <input type="checkbox"/> Not ventilated)<br><input type="checkbox"/> Electric water heater <input type="checkbox"/> Solar water heater <input type="checkbox"/> Others: _____ |                |                       |
| *Lighting device in building or parking area | <input type="checkbox"/> Yes ( <input type="checkbox"/> Bright <input type="checkbox"/> Dim)<br><input type="checkbox"/> No |  |                |                       |
| Life situation                               | Residential management  | <input type="checkbox"/> Manage by the Landlord <input type="checkbox"/> Manage by residential guard <input type="checkbox"/> No   |                |                       |

|  |                       |   |
|--|-----------------------|---|
|  | Residential sanitary  | <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Acceptable <input type="checkbox"/> Dirty          |
|  | Recommend for student | <input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No, reason: _____         |
| Emergency number   | School                | School Security Center: 05-2720690 <input type="checkbox"/> Knew <input type="checkbox"/> Do not know and informed. |
|  | Police station        | Fengshou police station:05-2262732 <input type="checkbox"/> Knew <input type="checkbox"/> Do not know and informed. |
|  |                       | Dalin police station: 05-2652850 <input type="checkbox"/> Knew <input type="checkbox"/> Do not know and informed.   |
|  |                       | Damei police station: 05-2952905 <input type="checkbox"/> Knew <input type="checkbox"/> Do not know and informed.   |
| Emphasis and student's suggestion<br>(Write in detailed for further process) |                       | Handling situation  |
|  |                       |   |
| Visiting teacher   |                       |   |

Remarks: This form should be filled according to the real situation, any deficiency should contact the Landlord for problem handling.

## Nanhua University Interview Record Sheet

|   |  |                              |  |                             |  |
|---|--|------------------------------|--|-----------------------------|--|
| Date of visit   |  | Department<br>(Class)        |  | Name                        |  |
| Name of<br>Landlord   |  | Landlord's<br>contact number |  | Student's<br>contact number |  |
| Address   |  |                              |  |                             |  |
| <p>1. Rental type</p> <p>(1) <input type="checkbox"/> Family type (live with the Landlord)    Management: <input type="checkbox"/> Strict <input type="checkbox"/> Good <input type="checkbox"/> No</p> <p>(2) <input type="checkbox"/> Only rent for student (do not live with the Landlord)    Management: <input type="checkbox"/> Strict <input type="checkbox"/> Good <input type="checkbox"/> No</p> <p>2. Room type:</p> <p>(1) <input type="checkbox"/> Single room    <input type="checkbox"/> Double room    <input type="checkbox"/> Multi-room</p> <p>(2) Suite: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>3. Rental payment:</p> <p>(1) NTD_____ per person each month, water, electricity and Internet usage charges <input type="checkbox"/> are    <input type="checkbox"/> aren't included.</p> <p>(2) Rental payment: <input type="checkbox"/> every month    <input type="checkbox"/> every half year    <input type="checkbox"/> every year, deposit NTD_____.</p> <p>4. Residential safety:</p> <p>(1) Fire equipment and apparatus (including fireproof and evacuation): <input type="checkbox"/> Present and in good status<br/><input type="checkbox"/> Clear fire lane    <input type="checkbox"/> Blocked fire lane    <input type="checkbox"/> Absent</p> <p>(2) Entrance control (prevent robbery, theft and sexual assault): <input type="checkbox"/> Strict <input type="checkbox"/> Neighbors offer help for each other    <input type="checkbox"/> Poor entrance control</p> <p>(3) Prevention of carbon monoxide poisoning: <input type="checkbox"/> Electric water heater    <input type="checkbox"/> Solar water heater    <input type="checkbox"/> Gas water heater    <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor</p> <p>(4) Building structure (earthquake resisting): <input type="checkbox"/> Reinforced concrete materials    <input type="checkbox"/> Illegal construction of roof top</p> <p>5. Residential neighboring situation:</p> <p>(1) Landscape: <input type="checkbox"/> Residential area    <input type="checkbox"/> Residential and business area    <input type="checkbox"/> Business area</p> |  |                              |  |                             |  |

(2) Neighborhood quality: Keep in touch No contact

(3) Traffic situation: Complicated Acceptable

(4) Way to school: Bus Car Motorcycle Bicycle Others About \_\_\_\_ minutes

6. Overall comment according to safety situation:

(1) Best: Regular check on fire equipment, clear fire lane, good building structure and outdoor water heater.

(2) Good: Equipped with fire apparatus, debris in fire lane (can be cleared), good building structure and outdoor water heater.

(3) Acceptable: Simple fire equipment, no management, good building structure and outdoor water heater. (4) Bad: No fire equipment, blocked fire lane, no management, illegal construction of roof top and indoor water heater.

(5) Worst: No fire equipment and fire lane, poor entrance control, illegal construction of roof top and indoor water heater.

|                                   |  |                |  |
|-----------------------------------|--|----------------|--|
| Emphasis and student's suggestion |  |                |  |
| Suggestion                        |  |                |  |
| Read by                           |  | Visiting staff |  |





## Nanhua University Off-campus Accommodation Site Visit Photos

|   |  |
|---|--|
| Visiting date/student:  | Address:   |
|    |    |
| Caption: Check on safety facility   | Caption: Check on water heater   |
|  |  |
| Caption: Check on safety facility   | Caption: Take photos with students   |
|  |  |
| Caption:  | Caption:   |

Attachment 6 Responsibility area of group of general visit

| Nanhua University Responsibility Area of Visit to Students Living Off-campus |   |                        |
|--|---|------------------------|
| Visiting staff   | Responsible college                       | Remarks                |
| Group leader Wang Po Wen   | Whole school                              |                        |
|  | College of Management                     |                        |
|  | College of Humanities                     |                        |
|  | College of Science and Technology         | School security center |
|  | College of Social Science, College of Art | School security center |