**南方科技大学书院宿舍住宿申请表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 性别 |  | SID | | (学号或工号) | |
| 书院 |  | | 专业 |  | | | | |
| 联系电话 |  | | 家庭地址 |  | | | | |
| 人员类别 | 全日制本科生在读□ 应届延迟毕业□ 实习老师□ 其他 □ | | | | | | | |
| 申请入住时间： 年 月 日 | | | | 申请退宿时间： 年 月 日 | | | | |
| **申请原因：**  **本人承诺：**本人已仔细阅读并知悉《南方科技大学学生公寓管理实施办法》相关内容，自愿与书院签订《南方科技大学学生入住须知》。入住学生集体宿舍期间，服从学校的管理和调配，自觉遵守学校的各项管理规定。如有违反，愿接受相关管理规定处理。  申请人签名：  年 月 日 | | | | | | | | |
| **缴费信息确认：**  已缴学年住宿费 □  未缴学年住宿费 □  已交押金 元 □ | | **申请宿舍楼长签字**（楼长签字）：  年 月 日  （在籍学生无需完成此项） | | | | **学生工作部审批：**  签字：  年 月 日 | | |
| **所在书院意见：**  拟入住宿舍： 栋 房间  （辅导员签字）  （行政副院长签字）：  年 月 日 | | **学生事务中心核对意见**：  签字：  年 月 日 | | | | **门禁授权（学生事务中心）**  已取消 门禁□  已开通□  签字：  日期： | | **学工系统：**  系统更新□  签字：  日期： |
| **退宿登记：**（有无损坏物品、交还钥匙，若有损坏确认已经赔偿、是否配合宿舍管理工作等）  宿管签字： 住宿人确认签字：  年 月 日 年 月 日 | | | | | | | | |

备注：1.申请审批工作流程逐项进行，原则上由所在书院安排在本书院住宿区域内床位；2、未经审批严禁擅自返校住宿，违者按照学校公寓管理实施办法等制度处理；3.住宿费按学年缴纳，未住宿期间的退费按照学校通知进行；4.本申请表由书院、学生事务中心留存。

（本表自2024年9月起使用）

Southern University of Science and Technology Accommodation Application Form (For Undergraduates）

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Genders |  | SID | |  | |
| College |  | | Major |  | | | | |
| Tel |  | | Home Addresses |  | | | | |
| Category of personnel | Full-time undergraduate student enrolled □ Delayed graduation □  Trainee Teacher □ Other □ | | | | | | | |
| Application check-in time:  (MM/DD/YYYY) | | | | application check-out time:  (MM/DD/YYYY) | | | | |
| Reason for Application:  I promise: I have carefully read and know the relevant contents of Implementation Measures for the Management of Student Dormitories of Southern University of Science and Technology, and voluntarily sign the Undergraduate Move-In Instructions for Southern University of Science and Technology. During the period of staying in the student dormitory, I will obey the management and deployment of the university and consciously abide by all the management regulations of the university. If there is any violation, I am willing to accept the handling in accordance with the relevant management regulations.  Applicant Signature:  Date: | | | | | | | | |
| **Payment Information:**  Paid □  Not paid □  Deposit paid ¥ □ | | **Signature of applicant building supervisor**  Signature of building supervisor:  Date:  (Enrolled students do not need to complete this item.) | | | | Approval of the Student Affairs Department:  Signature: Date: | | |
| **Opinions of the affiliated college:**  Proposed dormitory: Building\_\_\_\_\_, Room\_\_\_\_\_.  (Signature of counselor):  (Signature of college vice-dean):  Date: | | **Checking opinions of the Student Services Center:**  Signature:  Date: | | | | **Access authorization** (Student Services Center):  Access cancelled□Access opened□  Signature: Date: | | **System of Office of Students Affairs：**  System updated□  Signature: Date: |
| Check-out registration: (Whether there are damaged items, return of keys. If there is damage, confirm that compensation has been made. Whether to cooperate with dormitory management work, etc.)  Signature of dormitory addmistrator:\_\_\_\_\_\_\_\_\_ Signature of accommodation person for confirmation:\_\_\_\_\_\_\_\_\_  Date: Date: | | | | | | | | |

Remarks:1.The application approval workflow is carried out item by item. In principle, the affiliated college arranges beds within the accommodation area of this college;2.It is strictly prohibited to return to school and stay without approval. Violators will be dealt with in accordance with the school's apartment management implementation measures and other systems;3.Accommodation fees are paid by academic year. Refunds for periods when not staying will be carried out in accordance with school notices;4.This application form is retained by the college and the Student Affairs Center.

(This form is used from September 2024.)