

Notice

民國 106 年 03 月 10 日
保管組字第 10601 號

| | | Date | Time | Location | Remarks |
|---|-----------------------------------|-------------------------------------|--|--|---|
| Bachelor , Master Group Borrowing | Payment | 4/24 | 09 : 30 ~ 15 : 30 | Laundry Store (at Shui-Mu student center) | <u>Payment outside the specified time would not be accepted</u> |
| | | 4/25 | | | |
| | | 4/26 | | | |
| Bachelor and Master borrow in unit of classes. | Receive | 5/1 | 09 : 30 ~ 11 : 30 | Storehouse of Division of Property Management | |
| | | 5/2 | 14 : 00 ~ 16 : 00 | | |
| | | 5/3 | 09 : 30 ~ 11 : 30 | | |
| Bachelor, Master, Doctoral Individual Borrowing | Payment | Working Hours | 08 : 00 ~ 12 : 30 | Division of Property Management / Division of Cashier | |
| | | | 13 : 30 ~ 16 : 00 | | |
| | Receive | 5/1 | 09 : 30 ~ 11 : 30 | Storehouse of Division of Property Management | |
| | | 5/2 | 14 : 00 ~ 16 : 00 | | |
| | | 5/3 | 09 : 30 ~ 11 : 30 | | |
| | | 5/31~6/3 | 09 : 30 ~ 11 : 30 14 : 00 ~ 16 : 00 | | |
| | Opening hours of Storehouse | Every Wednesday 10:00~11:00am | | | |
| Returning | | 6/4 Graduation Ceremony | 11 : 00 ~ 21 : 00 | Laundry Store (at Shui-Mu student center) | |
| | | 6/5~7/3 | Weekdays: 09 : 00 ~ 18 : 30 Saturday: 09 : 00 ~ 12 : 00 | Laundry Store (at Shui-Mu student center) | Late Return would be charged \$50 per day. |

二、Borrowing Directions :

1. Qualifications : NTHU (NTHU campus) Graduates, referring to enrollment information from Office of Academic Affairs.
2. Masters/Bachelors need to borrow as a whole group in department. Graduates need to apply for borrowing on the Academic Information System; then complete the payment and borrowing as a whole department. (Applicants that exceeds the deadline cannot borrow academic gown. Unless there are special reasons, please refer to direction no. 9.)
3. PhDs, masters, bachelors that graduate early, referring to enrollment information from Office of Academic Affairs, please apply for borrowing individually.
4. Applicants can only borrow academic gown once as principal.
5. When borrowing academic gowns, washing fee need to be paid:
PhDs : NT300/per gown ; Masters : NT160/per gown ; Bachelors : NT80/per gown.
6. Workflow for group borrowing for masters/bachelors:
 - A. Applicants need to apply for borrowing on the Academic Information System during **3/20(Mon.) to 4/14(Fri.) 23:59.**
 - B. Every person can only borrow once, please do not borrow for others. If borrowing under others' name were to be found, compensation fees should be paid.
 - C. Please use the academic gowns with care. If lost or damaged, borrower is liable to pay compensation fees.
 - D. If size of academic gown does not match, change of gowns can be assigned if there are extra gowns.
7. Borrowing/Payment as a group for masters/bachelors
 - A. During 4/17(Mon.) to 4/19(Wed.), the assigned person ask the department' s assistant manager to print the list of borrowing graduates on the Academic Information System. (Please print in single-sided.)
 - B. The assigned person please collect the payment, and then pay at the laundry store in shui-mu student center during 4/24(Mon.) to 4/26(Wed.) in 09:30~15:30 with the list of borrowing graduates. Laundry stores will issue a receipt, please keep the receipt, as it is used for borrowing later on.
 - C. After completing payment, the assigned person should photocopy the list of borrowing graduates for future reference.
8. Workflow of receiving academic gown for group borrowing:
Classes that complete the workflow mentioned above, please receive the academic gowns at the storehouse of Division of Property Management in the given time. If the time is not suitable, please contact Division of Property Management, borrowing without notice in advance would not be accepted.
9. Masters/bachelors individual borrowing, for specials reasons
 - A. Date: 5/31(Wed.) to 6/3(Sat.) from 9:30 to 11:30 and 14:00 to 16:00.

- B. Place; store house of Division of Property Management.
 - C. Payment: in addition to the washing fee (please refer to Direction No. 5), an extra NT50 would be charged.
10. PhDs/Masters/Bachelors that graduate early (referring to students that complete the procedure of leaving school in Office of Academic Affairs) :
- A. Online Application: Please log on the Academic Information System for gown borrowing, and print the application form and payment form.
 - B. Payment: Please go to Division of Property Management with the application form, payment form and photocopy of bank book; then pay at the Cashier Section. Please keep the receipt from Cashier Section with care.
 - C. Receiving gown: Please go to the storehouse of Division of Property Management with application form, photocopy of bank book and the payment receipt. Please refer to Direction No.1 for the date of receiving gown. (**Opening time of the storehouse is 10:00~11:00 every Wednesday, 5/1~5/2(9:30~11:30, 14:00~16:00), 5/3(9:30~11:30), 5/31~6/3(09:30~11:30, 14:00~16:00).**
11. Please take care the academic gowns, including gown cap.
12. If any cheating were to be found, consequence would be charged according to the school law.

三、Returning Directions :

1. **Date and Location:** 6/4~7/3 Monday to Friday at 9:00~18:30, Saturday 09:00~12:00, returning at the laundry store at Shui-Mu student center.
2. **Workflow:** Please take the academic gown to the location mentioned above at the assigned time.
3. **Overdue Returning:** Return later then 7/4 (including 7/4), please returning the gown at Division of Property Management since overdue fee would be charged.
 - A. **Location:** Administration Building 2F, Division of Property Management.
 - B. **Overdue Fees:**

For every day that exceeds the deadline (only count Monday to Friday), an extra NT50 would be charged. The maximum overdue fees are as followed:

Bachelors: NT1500; Masters: NT3000; PhDs: NT5400.
4. If gowns were lost or cannot be returned, please go to the Division of Property Management to pay for the lost gown, the prices are as followed:
 - A. **Bachelors:** Clothes NT1000; Hats NT300; Shawl NT200.
 - B. **Masters:** Clothes NT1200; Hats NT300; Shawl NT1500.

C. PhDs: Clothes NT3500; Hats NT300; Shawl NT1600.

5. If violating Direction 3 and 4 at the same time, both fees need to be paid.

四、Q&A：

1. Contact Person: Division of Property Management 吳思瑩

School telephone extension: 31347 (Division of Property Management)

35262 (Storehouse when the storehouse is opening)

03-5731347 Division of Property Management

Email: sywu@mx.nthu.edu.tw

2. Laundry store at Shui-Mu student center: Mister Chen.

03-5714672

3. Inquiry for further information, please download the form from Division of Property Management' s website:

<http://property.web.nthu.edu.tw/files/11-1024-586.php>