
Kwangwoon University Dormitory 2020 Bitsoljae (Happy Dormitory) Guidebook



Kwangwoon University
Dormitory Management Team

Table of Contents

Admission

1. Admission Procedure
2. Tuberculosis Test
3. Items Prohibited/Permitted inside Dormitory
4. Gate Open Hours
5. Using Furniture in Room (A, B)
6. Using Gate (Access Card)
7. Using Room's Digital Doorlock
8. Changing Closet Password
9. Use of Internet
10. Heating and Cooling
11. Regulations for Energy Conservation
12. Garbage Disposal and Separate Collection
13. Facilities Repair Request

Dormitory Life

14. No Food and Beverage or Eating inside Dormitory
15. Entering the Room Discretionally in the Absence of Student
16. Roll Call
17. Requesting for Sleep-out
18. Nighttime Curfew
19. Cleaning (Ventilating) and Disinfecting Inside Room
20. Requesting for Change of Roommate
21. Reassigning Rooms for Management
22. Requesting for Issue of Cash Receipt
23. Merit and Penalty Standards
24. Emergency Room Contact Information for Emergency
25. Emergency Instructions
26. How to Use Fire Extinguisher

Facilities

27. Convenience Store – CU
28. Fitness Room
29. Shared Kitchen
30. Lounge
31. Laundry and Ironing Room
32. Unattended Delivery Box
33. Seminar Room (Reading Room)

Withdrawal

34. Early Withdrawal
35. Withdrawal on Expiration
36. Forced Withdrawal
37. Withdrawal without Notice
38. Attention for Withdrawal

※ Some of the contents in this guidebook may change.

Five Obligations of Boarders	<ol style="list-style-type: none"> 1. Boarders shall check and be fully aware of the “Announcement” in the dormitory’s homepage. 2. Boarders shall observe the dormitory’s rules strictly and protect and maintain the dormitory’s and ancillary facilities. 3. Boarders shall individually prevent any theft within the dormitory, prevent fire and clean the place. Boarders shall open the window for ventilation for “at least 1 hour a day” to prevent mold. 4. Boarders shall turn off power switches when leaving the dormitory and maintain appropriate cooling and heating temperature to fully participate in energy conservation. 5. Boarders shall keep the opening and closing time of the dormitory strictly. (Door opens at 05:00 / closes at 01:00 next day)
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※ Note: There is no cafeteria offering meals inside the dormitory (Bitsoljae).

Admission

A. Admission Procedure

Procedure	Details	Remarks
1. Register to Reception Office	Visit Dormitory’s Administrative Office	<ul style="list-style-type: none"> ■ Bitsoljae Administrative Office (#B207, Building A)
	Personal Identification	<ul style="list-style-type: none"> ■ Must present an identification card or the student card
	Submit Admission Documents	<ul style="list-style-type: none"> ■ Documents ⇨ Admission Denied if Not Submitted ① 1 Admission Application ② 1 Tuberculosis Test Result <li style="padding-left: 20px;">Issued within 2 months before the admission date <li style="padding-left: 20px;">Issued at public health center or hospital (takes 4–5 days) <li style="padding-left: 20px;">Issued on the same day at ordinary hospitals (with cost)
2. Issue Access Card	Obtain Access Card	<ul style="list-style-type: none"> ■ Issued/obtained at Bitsoljae Administrative Office (#B207, Building A)
3. Move to Room	Check Room	<ul style="list-style-type: none"> ■ Move personal belongings ■ Check furniture
	Fixtures/Facilities Checklist	<ul style="list-style-type: none"> ■ Must be filled, used as the reference for determining the damage to property when leaving the dormitory in the future
4. Orientation	Must Participate in Orientation	<ul style="list-style-type: none"> ■ Schedule announced separately (can be substituted by the handout of OT materials) ■ Penalty if not participated ■ Submit “Room Fixtures/Facilities Checklist” to the Management Office (#B209, Building A)

B. Tuberculosis Test

1. Must submit the “Tuberculosis Test Result” on the admission date ⇨ **Admission denied if not submitted.**
2. Only the test result issued 2 months before the admission date is valid.
3. Mandatory Test Item: Tuberculosis test (Chest X-ray)
4. Public Health Centers near Kwangwoon University (as of February 24, 2018)

Division	Nowon-gu Public Health Center	Gangbuk-gu Public Health Center	Seongbuk-gu Public Health Center
Address	437, Nohae-ro, Nowon-gu	897, Hancheon-ro, Gangbuk-gu	63, Hwarang-ro, Seongbuk-gu
Telephone	02-2116-3115	02-901-7600	02-2241-1749
Opening Hours	Weekday: 09:00 – 18:00 Saturday/Holiday: Closed	Weekday: 09:00 – 18:00 Saturday/Holiday: Closed	Weekday: 09:00 – 18:00 Saturday/Holiday: Closed

C. Items Prohibited / Permitted inside Dormitory








1. The dormitory provides only the desk, bed, mattress, closet, and drawers excluding daily necessities. **You need to bring in the daily necessities.**
2. Details of Items

Personal Items	<ul style="list-style-type: none"> ▪ Bedding, toiletries, LAN cable, etc.
Permitted	<ul style="list-style-type: none"> ▪ Computer, hair dryer, razor, fan, air purifier, small cleaner, small humidifier ▪ Conditions for the Use of Permitted Items Limited to “certified products” with KC or KS mark Priority on Safety (Turn OFF when going out or sleeping) ▪ Even for permitted items, “Roommate’s Consent” is mandatory.
Prohibited	<ul style="list-style-type: none"> ▪ Electric Heater (Electric pad, iron, fan heater, hot packs, etc.) ▪ Cooking Utensils (Coffeepot, electric rice cooker, burner, etc.) ▪ Riding Equipment (Bicycle, electric kickboard, battery, etc.) ▪ Furniture (Drawers, closet, refrigerator, etc.) ▪ Food other than small individually packed beverages and snacks

D. Gate Open Hours

1. The access is restricted as in the following “table” in accordance with Article 18 (3) of the Dormitory Rule.
2. Reason for Restriction ⇨ Restricted other than open hours for the safety and security of students

Building A (Male Dormitory)	Open Hours	Remarks	Building B (Female Dormitory)	Open Hours	Remarks
Gate on 3B	Closed	Parking Lot	Gate on 1B	Closed	Parking Lot
Gate on 3B (Lobby)	05:00-Next Day 01:00	Parking Lot	Gate on 1F	05:00-22:00	
Gate on 2B	05:00-Next Day 01:00		Gate on 2F	05:00-Next Day 01:00	
Gate on 1B	05:00-Next Day 01:00				

Division	Gate Open Hours			
Building A (Male Dormitory)	Gate on 3B -Closed-	Gate on 3B (Lobby) 05:00-Next Day 01:00	Gate on 2B 05:00-Next Day 01:00	Gate on 1B 05:00-Next Day 01:00
				
Building B (Female Dormitory)	Gate on 1B -Closed-	Gate on 1F 05:00-22:00	Gate on 2F 05:00-Next Day 01:00	
				

3. “Closed” doors will automatically open during fire.

E. Using Furniture in Room (A, B)

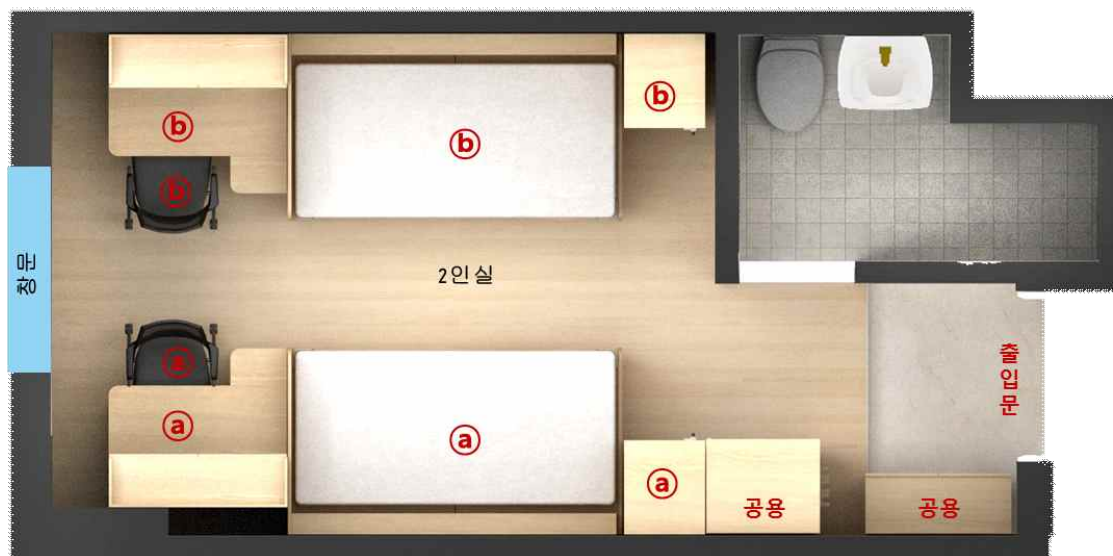


※ Stickers A and B are attached to the furniture

The furniture that comes in sight when you enter the room is A and the one on the opposite side is B

※ You must use the furniture assigned to avoid disadvantage during the inspection for withdrawal.

※ Multi-purpose cabinet and shoe rack are shared





F. Using Gate (Access Card)

1. Cautions in Using Gate

- a) You need to carry your access card to enter and leave the dormitory.
- b) Swipe the access card through the gate's card reader and pass through when the gate opens.
- c) In case where the gate does not open, it means that you have not clearly entered or left the dormitory.
 - (1) (○) Proper Case
 - (a) Enter (by swiping access card through the reader) ⇨ Passing through the gate
 - (b) Leave (by swiping access card through the reader) ⇨ Passing through the gate
 - (2) (×) Improper Case
 - (a) Passing through the gate without having the card read to enter or leave the dormitory
 - (b) Not passing through the gate after swiping the access card through the reader
 - (c) Using one card for two people to pass through the gate
- d) In case where you pass through the gate without swiping your access card through the reader or use one card for two or more people, it would be regarded as abnormal access to the dormitory (Bitsoljae), which is subject to penalty points.
- e) Your access card may be put out of use if you use the gate improperly. ⇨ In this case, visit the Administrative Office.



2. Cautions in Using Access Card

- a) When you lose the access card or when it is broken, you need to have the card reissued to enter or leave the dormitory.
 - (1) Where to reissue ⇨ Administrative Office (#B207, Building A, Bitsoljae)
 - (2) You can request for the reissue of the access card at the Administrative Office during the opening hours.
 - (a) During Semester ⇨ 09:00 – 17:00
 - (b) During Break ⇨ 10:00 – 16:00
 - (3) Fee for Reissuing Access Card ⇨ 10,000 won
 - (a) If you find the card you lost and return the new card within a week after the reissue, 5,000 won will be refunded.
- b) Where you lost the access card or the card is broken on a “holiday” or after “Administrative Office’s opening hours”, you need to borrow the temporary access (guest) card to access the dormitory.

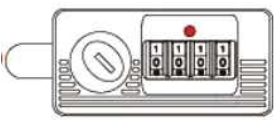

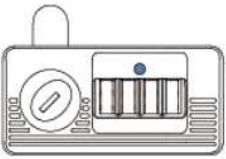
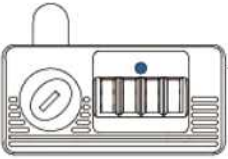
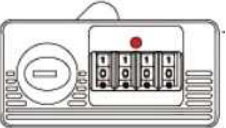
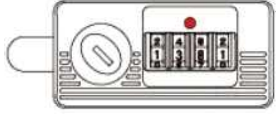
3. Borrowing and Using Temporary Access (Guest) Card

- a) Borrowing and Returning Place: Lobby information desk of the dormitory and the Management Office (#B209, Building A)
- b) How to Borrow: Once you identify yourself (with identification card, etc.), you can sign the management log and borrow the card
- c) Borrowing Period
 - (1) Where the Administrative Office (#B207, Building A) closes, ⇨ until the first operating day of the Administrative Office after the borrowing
 - (2) Where the Administrative Office (#B207, Building A) is closed, ⇨ **up to two hours**
- d) Caution
 - (1) **“2 penalty points”** will be imposed when you **borrow** temporary access (guest) card.
 - (2) **“Additional 2 penalty points”** will be imposed **if you do not return** the temporary access (guest) card **within the deadline** and the use of the borrowed card will be suspended.
 - (3) The temporary access (guest) card **is the “emergency access card” used temporarily for a short period of time** only when you cannot have the access card issued at the Administrative Office.
 - (4) The temporary access (guest) card **will be suspended from the day following the day the Administrative Office opens** and you will not be able to use the card to enter the dormitory any longer.
 - (5) Reissuing cost for the temporary access (guest) card following the loss ⇨ 10,000 won

G. Using Room's Digital Doorlock

		<ul style="list-style-type: none"> ※ Must carry the access card at all times to be able to enter and leave ※ Electricity will be available in the room only after the access key is inserted.
<ul style="list-style-type: none"> ■ Swipe the access card on the reader 	<ul style="list-style-type: none"> ■ When the door opens, insert the card into the key holder available on the door handle ■ There are two key holders, and all users must insert their keys (If not inserted, it will be deemed as a sleep out with notice) 	

H. Changing Closet Password

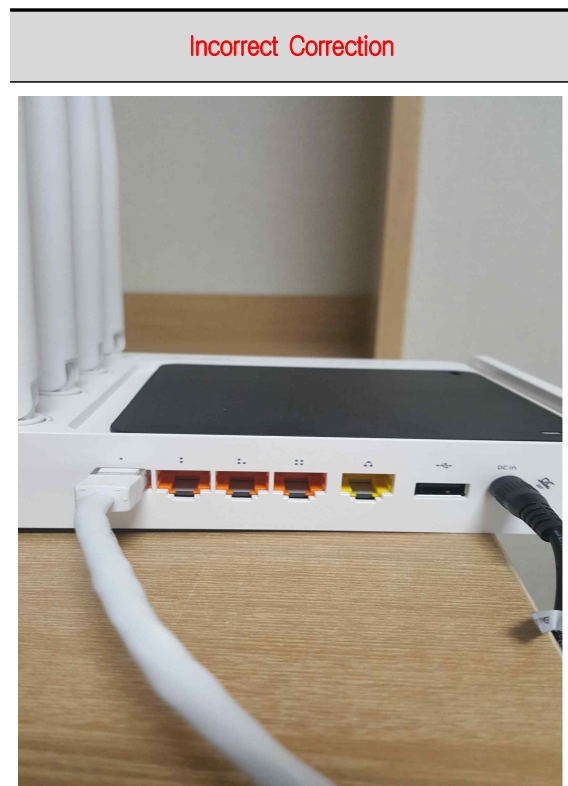
1		<p>Initial State (The lock is 'closed', and the password is '0000' or 'Previous User's Password')</p>	4		<p>Enter a four-digit password. (This will become your password.)</p>
2		<p>Turn the handle to 2 o'clock position. (The lock is 'open', and the password will be covered by the password patch.)</p>	5		<p>Turn the handle to 2 o'clock position. (This completes the change of password.)</p>
3		<p>Press and turn the handle to 3 o'clock position fully. (In this position, you can change the password.)</p>	6		<p>Turn the handle to 10 o'clock position. (When the lock is 'closed,' it will reveal your password. Turn the numbers to a random numbers)</p>

1. Lost Password (When you cannot remember the password.)
 - a) Contact the Management Office. ⇨ #B209, Building A, Bitsoljæe (02)6958-9415
 - b) Note: Do not use force open or disassemble the closet. You will be charged for any damage you cause.



I. Use of Internet

1. Wired Internet: Connect the internet cable to the internet terminal on the wall in front of the individual room or to the wired or wireless router terminal to use the internet without further settings.
2. Connecting LAN Cable to Wireless Router



a) Cautions in Using Wireless Router

- (1) Check the router in each room and connect the LAN cable from the wall to the yellow port
- (2) Connecting the cable to an orange port will cause trouble in using the internet in your room as well as other rooms.

3. Use of Wireless Internet

- a) Individual Room: Connect to the wireless internet router **iptime** (No password)
- b) Shared Spaces: Connect to the wireless internet router **KWDORM** (No password)
- c) Other: If a password is set to an internet router in the dormitory, **press the reset button** on the wired/wireless router to **“reset”** the router to use the internet without a password.

4. Check Before Reporting Internet Trouble

- a) Check PC's power connection ⇨ Disconnect and connect again
- b) Check LAN cable connection ⇨ Disconnect and reconnect the LAN cable (**Yellow Port**)
- c) Reset wired/wireless router ⇨ Check if the internet connection is not available on the roommate's side
- d) Replace the LAN cable and check the status

5. Prohibited in Using the Internet

- a) Illegal download and upload
- b) Server operation
- c) Mining of virtual currency, etc.

6. Reporting Trouble

- a) Location: Management Office (#B209, Building A, Bitsoljae)
- b) Main Telephone Number: (02)6958-9415

J. Heating and Cooling

1. Characteristics of Heating and Cooling System of Bitsoljae (Happy Dormitory)

- a) There is a **temperature difference** between “sunny rooms” on one side of the hallway and “unsunny rooms” on the other side ⇨ Common phenomenon in most buildings.
- b) **At the change of season**, the usual case is that some rooms “① request for cooling” while other rooms “② request for heating.”
- c) Current heating and cooling system of Bitsoljae **cannot heat and cool the rooms at the same time, it requires the transition period (approximately 7–14 days)**, to change from ① heating to cooling or from ② cooling to heating.
- d) **Cooling and heating are not operated normally during the transition period**

2. Cooling by Centralized Air Conditioning System (Ceiling Type) ⇨ Mid May (May 15, 2019)

Division	Cooling Conditions	Remarks
Outside Temperature	<ul style="list-style-type: none"> ■ Operated when it is 28°C or higher ■ Operated 24 hours during tropical nights ■ If it rains for two days or longer (Operating Hours: 16:00-24:00) 	<ul style="list-style-type: none"> * May change depending on the situation * Central control
Indoor Temperature Setting	<ul style="list-style-type: none"> ■ Indoor Temperature Setting: 26°C or Higher ※ Government Regulated Cooling Temperature: 26°C–28°C 	<ul style="list-style-type: none"> * May change depending on the situation * Central control


3. Heating by Centralized Air Conditioning System (Ceiling Type) ⇨ Mid October (October 15, 2019)

Division	Heating Conditions	Remarks
Outside Temperature	<ul style="list-style-type: none"> ■ Operated when it reaches the lowest temperature under 8°C 	<ul style="list-style-type: none"> * May change depending on the situation * Central control
Indoor Temperature Setting	<ul style="list-style-type: none"> ■ Indoor Temperature Setting: 24°C or under ※ Government Regulated Heating Temperature: 18°C–20°C 	<ul style="list-style-type: none"> * May change depending on the situation * Central control

4. Floor Heating System (Buried Type) Operating Standards

Division	Heating Conditions	Remarks
Outside Temperature	<ul style="list-style-type: none"> Restrictively operated when “Cold Wave Watch” or “Cold Wave Warning” is issued 	<ul style="list-style-type: none"> May change depending on the situation Central control
Indoor Temperature Setting	<ul style="list-style-type: none"> Indoor Temperature Setting: 24°C or under Government Regulated Heating Temperature: 18°C-20°C 	<ul style="list-style-type: none"> May change depending on the situation Central control

5. Using Floor Heater System (Buried Type) Temperature Controller

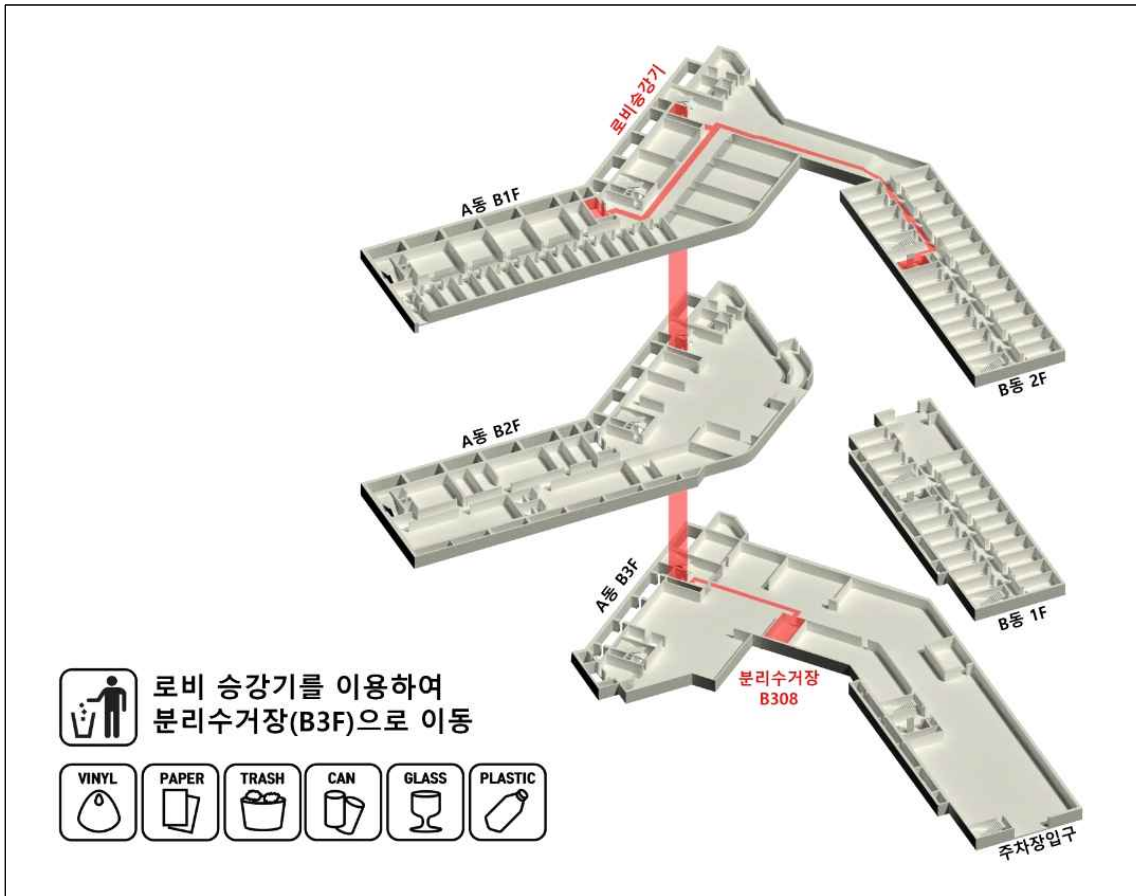
Floor Heating Temperature Controller	Remarks
	<ul style="list-style-type: none"> Operated restrictively when “Cold Wave Watch” or “Cold Wave Warning” are issued Note: Floor heating will not be turned off even when the access cards are removed. Please turn off the floor heating system when leaving the room.

K. Regulations for Energy Conservation

- According to Paragraph 23 of [Annex Table 2] of Article 20(1) of the Dormitory Rule, the “Energy (Electricity, Water, etc.) Abuser” will be subject to **penalty points (7 points)** and a **close inspection of the room** by the Management Office of the dormitory.
- Energy Abuser: The student using the room where **the energy use reaches top 5% (every month)** (However, no penalty points and disadvantages will be applied if the electricity used by the top 5% energy user is less than 100kw.)
- During the close inspection of the room, the personal closet, locker, etc. will be checked to verify whether prohibited items such as electric pad or electric heater are brought in. In case where prohibited items are found, **you might not be able to return to the dormitory in the following semester or forced out due to accumulated penalty points. You must take great caution.**

L. Garbage Disposal and Separate Collection

1. Location ⇨ #B308, 3B, Building A, Bitsoljae
2. Path for Garbage Disposal



3. Garbage Disposal Hours: 05:00 – 24:00
4. Disposal Method: Disposed directly by individuals (Any day)

Division	Disposal Method	Remarks
① Ordinary Waste	Dispose to ordinary garbage collection bin	Incinerable
② Recyclable Waste	Dispose separately by type	Paper, glass, can, plastic, etc.
③ Food Waste	Dispose to food waste collection bin	

5. Cautions in Disposing Garbage and Using Separate Collection Station
 - a) Separate garbage thoroughly to fully participate in reducing resource abuse.
 - b) **Penalty points will be imposed on students who do not separate garbage. (Recorded on CCTV)**

M. Facilities Repair Request

1. Application Method

- a) Log on to “Dormitory’s Homepage” on mobile device
- b) You can also log on to the PC version of “Dormitory Homepage (My Page)” to request

<ul style="list-style-type: none"> ■ Access dorm.kw.ac.kr/m and click “Report Problem” 	<ul style="list-style-type: none"> ■ Click “Fill Problem Report Form” 	<ul style="list-style-type: none"> ■ Fill out the form in detail and click “Submit”

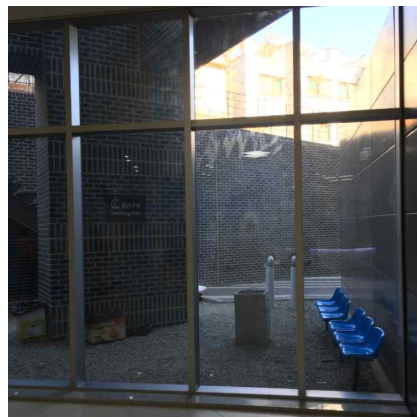
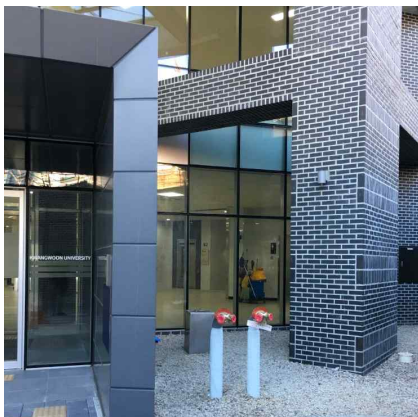
c) Visit and Request Directly ⇨ Management Office Location: (#B209, Building A, Bitsoljae)

d) Request by Phone ⇨ Management Office Main Telephone Number: (02)6958-9415

Dormitory Life

N. No Food and Beverage or Eating inside Dormitory

1. Bitsoljae (Happy Dormitory) does not provide meal.
2. **Eating is only allowed in the “Shared Kitchen (#B205, Building A) inside Bitsoljae (Happy Dormitory).**
3. Foods that require simple cooking such as “instant cup noodles” and “frozen food” can be prepared and taken in the shared kitchen using cooking equipment.
4. **No food and beverage or eating allowed inside dormitory (including lounge)**
 - a) **Taking food** other than individually packed small amounts of beverages and snacks, **is strictly prohibited due to “bug issues” and “complaints due to smell”** and violating this is subject to penalty points
 - b) **Penalty points will be imposed even when the trace of having food is discovered** such as empty instant cup noodles container. If it is impossible to identify who violated the rule of not bringing food and beverage or eating inside the dormitory, penalty points will be imposed on both users of the room.
5. **No alcohol (including empty bottles) and drinking**
 - a) “Bringing alcohol in and drinking” is strictly prohibited inside Bitsoljae (Happy Dormitory).
 - b) Penalty points will be applied when the “No alcohol (including empty bottles) and drinking” rule is violated.
6. **No smoking inside dormitory**
 - a) The entire space inside Bitsoljae (Happy Dormitory) is “Non-smoking Area.”
 - b) **Smoking inside the dormitory is strictly prohibited and violating this rule will be subject to “Forced Withdrawal (20 Penalty Points).”**
 - c) To smoke, use the “Smoking Area.” ⇨ (Beside main entrance on 2B, Building A)



O. Entering the Room Discretionally in the Absence of Student

1. **During emergency** (Crime, fire, water leak, short circuit, patient situation, emergency repair situation)
2. **For random inspection** to instruct the student (For random inspection, the notification will be given afterwards)
3. **To handle complaints** after receiving complaints from the student
4. **For regular maintenance and repair** (disinfection, fire prevention, electricity, machine, regular cleaning inspection, installation of additional fixtures, etc.) as “announced” in the dormitory’s homepage in advance

P. Roll Call

1. Roll Call Time: 22:00–24:00 (scheduled)
2. Roll Call Frequency: 1–2 times a month (scheduled) ⇨ Roll Call Dates will be announced on the “Dormitory’s Homepage” in advance
3. Roll Call Method: The head of the floor will visit each room to check and inspect inside
4. Roll Call Details ⇨ Apply merit and penalty points
 - a) Checking whether “non–boarding students have made unauthorized entry or exit”, “the people of opposite sex have made unauthorized entry or exit”, and “room (seat) number has been changed without authorization”
 - b) Checking whether the inside of the room and bathroom are cleaned
 - c) Checking prohibited items such as electric heater and fan heater ⇨ Such items will be confiscated and returned at the Administrative Office later
 - d) Smoking Inspection
 - (1) **Where smoking smell or trace is found indoors, the “Forced Withdrawal (20 Penalty Points)” will be applied.**
 - e) Alcohol Inspection
 - (1) **12 penalty points (unable to re–enter the dormitory in the following term) will be imposed when empty bottles, as well as unopened bottles are found**
 - f) Penalties will be applied upon the violation of other dormitory rules, also.
5. Participating in Roll Call
 - a) One of two occupants must participate in the roll call, and penalty points will be applied when both occupants not participating.
 - b) Even for those who applied for a sleep–out, at least one person must participate.
 - c) Penalties may be applied based on the inspection results. The roll call may be held again within the fixed period for unclean rooms.
 - d) **Full cooperation with the head of floor is required during roll call (Penalty points applied when not cooperating with the head of floor.)**
6. If required for management **special roll calls may be held irregularly.**

Q. Requesting for Sleep-out

1. Request Period

- a) Weekday ⇨ 09:00 – 17:00 (During Break ⇨ 10:00 – 16:00)
- b) If you are requesting for a sleep-out between Sunday and Monday, it will be approved afterwards. (Where there is no problem with the request, the post approval process will be completed.)

2. Request Method

- a) Access “Dormitory Homepage” on a mobile device and request
- b) You can also log on to the PC version of “Dormitory Homepage (My Page)” to request

<ul style="list-style-type: none"> ■ Access dorm.kw.ac.kr/m and click “Request for Sleep-out” 	<ul style="list-style-type: none"> ■ Click “Fill out Sleep-out Request” 	<ul style="list-style-type: none"> ■ Click a date and click “Submit”

3. Cautions in Requesting for a Sleep-out

- a) In case where the student sleeps out for three days or longer without requesting for a sleep-out, the dormitory may contact the student’s guardian to ensure the student’s safety.
- b) In case where the following day is a holiday (including Saturday), the student may sleep out without submitting a request for student’s convenience.

- (1) Example) Sleeping out from Friday to Monday, 01:00 ► **No request required**
- (2) Example) Sleeping out from Thursday to Monday, 01:00, when Friday is a holiday ► **No request required**
- (3) Example) Sleeping out from Friday to Tuesday, 01:00, when Monday is a holiday ► **No request required**

R. Nighttime Curfew

1. **Bitsoljæ (Happy Dormitory) has a nighttime curfew**
2. Curfew Hours: 01:00 – 05:00 (4 hours)
3. Access Allowed: 05:00 – 01:00 next day (20 hours)
4. Reason for Nighttime Curfew
 - a) **There were serious complaints from local residents about the noise produced at night** due to students entering or leaving the dormitory at night and from the students boarding in the same dormitory (including roommates) **about the noise produced by students entering or leaving at night and noisy behaviors.** The nighttime curfew was extended up to 1 o'clock in the morning from the first semester of 2019 and **students are prohibited from entering or leaving the dormitory during the night time.**
 - b) Students are advised to be considerate of other students and local residents by taking cautions not to produce noise when moving.
 - c) In relation to **an incident that took place in another university recently,** the dormitory is strictly applying the nighttime curfew and intensifying the penalty system to enhance security from the first semester of 2019. Students are advised to observe the curfew strictly to avoid disadvantages such as penalty points imposed when the curfew is broken.

S. Cleaning (Ventilating) and Disinfecting Inside Room

1. Students are **obligated to clean** the room they use, and **open the windows for “at least 1 hour a day”** to prevent mold in advance.
2. Regular disinfection is performed by an outside agency in accordance with related laws with prior notice (announcement).
3. Where the student is absent in the room, the disinfection will be performed by entering the room discretionally by giving a prior notice (announcement).

T. Requesting for Change of Roommate

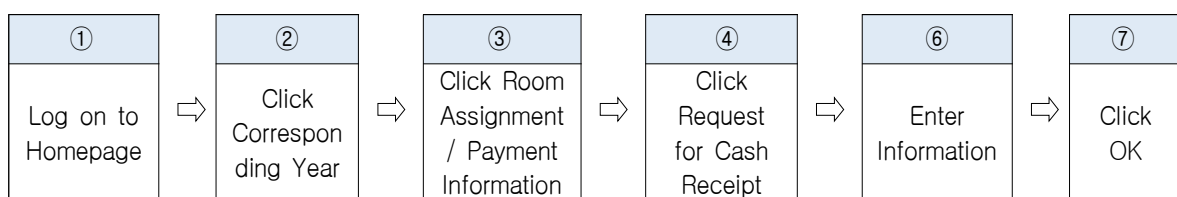
1. Request Period
 - a) Period: During semester (weekday) ⇔ 09:00–17:00 / during break (weekday) ⇔ 10:00 – 16:00
 - b) Submit to: Administrative Office (#B207, Building A, Bitsoljae)
2. Application Method
 - a) Where the “Room and Position Change Request” is Filled out and Submitted
 - (1) Submit “Room and Position Change Request” to the Administrative Office
 - (2) Change room after the Administrative Office approves the request ⇔ (Individually informed, penalty points applied when changing without approval)
 - (3) Change room and position, exchange access card for the room
 - (4) After changing the room and position, visit the Administrative Office and **sign the “Room and Position Change Request” to confirm**
 - b) Where you are added to the List of Roommate Change Applicants
 - (1) Visit the Administrative Office and consult with a staff member in charge, ① register to the list of applicants or ② choose the room to move among existing applicants and consult with the applicant about exchanging the rooms in advance
 - (2) Fill out and submit “Room and Position Change Request” to the Administrative Office
 - (3) Change room after the Administrative Office approves the request ⇔ (Individually informed, penalty points applied when changing without approval)
 - (4) Change room and position, exchange access card for the room
 - (5) After changing the room and position, visit the Administrative Office and **sign the “Room and Position Change Request” to confirm**
3. You can request for the change of roommate when all (four) students occupying the rooms agree to change and the dormitory reviews and approves the reason for change.
4. The change of roommate may require follow-up procedures such as the “exchange of access card” or “change or registration.”

U. Reassigning Rooms for Management

1. Reason for Reassignment: “Energy conservation”, “needed for management”, “use of empty room”
2. Subject
 - a) “Rooms used by a single person” due to early withdrawal or withdrawal on expiration
 - b) “Rooms” requiring reassignment due to regular admission and withdrawal
 - c) “Rooms” requiring reassignment for the repair and management of the facilities
 - d) “Rooms” requiring reassignment for management needs according to the Administrative Office
3. Reassignment Procedure
 - a) Need for reassignment for management
 - b) The Administrative Office makes an announcement on the dormitory’s homepage regarding the reason for reassignment and the rooms subjected to reassignment
 - c) Notify the students occupying the rooms to be reassigned
 - d) Reassign students and take follow-up measures
4. **Penalty points will be imposed if the student does not comply with the Administrative Office manager’s justifiable instruction.**

V. Requesting for Issue of Cash Receipt

1. Request Period: First Semester ⇨ June (Scheduled) / Second Semester ⇨ December (Scheduled) “Announced Separately in Advance”
2. Eligibility: Students who paid the dormitory fee for the corresponding year
3. Request method



4. Caution
 - a) Cash receipt will not be issued after the requesting period ⇨ Issued from a tax office when the person requests directly
 - b) Dormitory fee is not deducted as education fee ⇨ Actual tax deduction is small.

W. Merit and Penalty Standards

1. Merit Standard

No.	Details	Points
1	Person acknowledged to have enhanced the honor and development of the school and the dormitory	10-20 Points
2	Person who took the initiative and set an example through quick measures under an emergency situation such as fire	10-20 Points
3	Person who quickly took emergency measures for an urgent patient	10-20 Points
4	Person who fully participated and render services in major events held by the dormitory (fire drill, etc.)	7 Points
5	Person who fully participated in major events held by the dormitory	5 Points
6	Person who fully participated in the dormitory's efforts to conserve energy such as water and electricity	5 Points
7	Person who set an example to other boarding students	5 Points
8	Person who is given the Excellence grade for clean use of the room	3 Points
9	Person who participated in voluntary services to win merit points to set off penalty points	3 Points
10	Person whose contribution to the dormitory operation such as participating in training and satisfaction survey has been recognized	1-10 Points

※ Merit points may be used to set off penalty points. (However, this does not apply when the penalty points are 20 or over.)

2. Penalty Standard

No.	Details	Points
1	Theft, violence, arson, gambling	20 Points Forced Withdrawal
2	Sexual harassment and sexual molestation	
3	Person who has been submitted to suspension or more serious disposition for violating school rules	
4	Transferring the room or illegal use of name	
5	Intentional damage and destruction of articles and facilities in the dormitory	
6	Unauthorized access to the room with the opposite sex	
7	Act of lodging outsiders	
8	Smoking at an undesignated place in the dormitory	

9	Bringing in and or drinking alcoholic beverages (including empty bottles) inside the dormitory	12 Points Not admitted in the following semester
10	Withdrawal with notice	
11	Early withdrawal (cancellation of admission)	
12	Bringing in and using inflammable substances and dangerous goods	
13	Arbitrary change of assigned rooms	
14	Acting arrogantly or non-compliantly to the manager's justifiable instructions	
15	Poor cleaning of and poor condition of fixtures in the room (including the bathroom)	
16	Collecting or opening mails under another person's name	
17	Eating inside the room	
18	Bringing in and using unapproved electric heater and prohibited items	
19	Act of bringing outsiders in and out of the dormitory	
20	Act of dumping food waste in the toilet	
21	Male students entering female dormitory (same for opposite case)	
22	Bringing in and eating outside food in the place such as the room other than the designated areas in the dormitory	
23	Excessive use of energy (electricity, gas, water, etc.)	
24	Not participating in roll call for two consecutive times	
25	Unauthorized relocation and modification of facilities and fixtures	4 Points
26	Bringing in and keeping a pet	
27	Illegal garbage dumping and not separating waste	
28	Causing trouble and noise	
29	Disturbing sleep	
30	Not participating in roll call	
31	Violating curfew	

32	Not complying with the designated withdrawal date and time	3 Points
33	Not participating in the joint events (fire drill, OT, etc.) of the dormitory without justifiable cause	
34	Person who neglected personal belongings in the shared spaces (hallway, etc.) without authorization or used the spaces uncleanly	
35	Person who caused excessive traffic with illegal downloads using the internet facilities of the dormitory	
36	Unauthorized sleep-out	2 Points
37	Abnormal access of dormitory (accessing with roommate's card)	
38	Poor cleaning of and poor condition of fixtures in the individual room (including the bathroom)	
39	Poor management of food materials such as the foul odor produced from the food stored beyond the expiry date inside the shared refrigerator	
40	Wearing shoes inside the room	
41	Graffiti, unauthorized posting and distribution of unapproved posts	
42	Untidy clothes and noticeable corruption of public morals	
43	Borrowing temporary access card and not returning within the fixed period	
44	Other acts that corrupting the order in the dormitory and failing to adjusting to group life	1-20 Points

- Forced Withdrawal: Where accumulated penalty points are 20 or over, or Terms 1-8 of the Penalty Standard is violated, the student will be withdrawn compulsorily.

(Terms 1-8 of the Penalty Standards cannot be set off with merit points.)

- Warning: Boarding student with 12 or more penalty points (excluded from dormitory candidate for the following semester)

- Other: Students who are unmindful of their duty as students and students who are unfit for group life such as disrupting the order may be given penalty points or withdrawn compulsorily based on the judgment of the head of dormitory.

X. Emergency Room Contact Information for Emergency

1. Management Office: (02)6958-9415 / Administrative Office: (02)940-5283

Hospital Name	Sanggye Paik Hospital ER	Eulji Medical Center ER	Seoul Medical Center ER	Remarks
Address	1342, Dongil-ro, Nowon-gu, Seoul	68, Hangeulbiseok-ro, Nowon-gu, Seoul	156, Sinnae-ro, Jungnang-gu, Seoul	As of February 24, 2018
Telephone	(02)950-1119	(02)970-8282	(02)2276-7403	

Y. Emergency Instructions

1. Instructions in Case of Fire

- Shout “Fire” immediately after discovering fire to notify others
- Press the alarm switch of a hydrant nearby to notify others about the fire
- Put out the fire as quickly as possible by using a fire extinguisher or a hydrant nearby
- Promptly notify the Management Office of where the fire broke out and the type of fire
- Call the fire station (119) when the initial attempt to put out the fire fails or when the fire spreads

2. Emergency Evacuation Guide

- Be aware of at least two emergency evacuation routes and how to evacuate
- Do not panic during fire but evacuate through the emergency exit calmly
- The smoke tends to move up. Cover your nose with wet towel and evacuate in low posture by holding on to the wall with a hand
- Evacuate to the rooftop if it is difficult to evacuate to a lower floor
- The elevator can stop when the power goes out. Do not use elevator.

3. Fire Prevention Measures in Ordinary Times

- Do not smoke inside the dormitory building (all places including bathroom and lounge)
- Switch off and unplug unused electric appliances
- Do not use electric appliance for heating or cooking (outside designated place)
- Do not use substandard electric machines and tools. Learn how to use the fire extinguisher to use it at the time of emergency
- Do not use combustible or flammable substances inside the dormitory

Z. How to Use Fire Extinguisher



1. Do not panic but calmly take the fire extinguisher toward the fire.



2. Place the fire extinguisher on the ground and pull out the safety pin on top of the handle in a turning motion using force.



3. Pull out the hose toward the fire and squeeze the handle.



4. Spray the content evenly from the areas around the fire as if sweeping the fire.

Facilities



A. Convenience Store – CU

1. Location: #B208, Building A, Bitsoljae (Beside the Gate)
2. Operating Hours

Division		Operating Hours	Remarks
① During Semester	Weekday	08:30 – 24:00	※ Operating hours may change partially according to the negotiation with the operating company.
	Holiday	09:00 – 24:00	
② During Break	Weekday	10:00 – 23:00	
	Holiday	10:00 – 23:00	

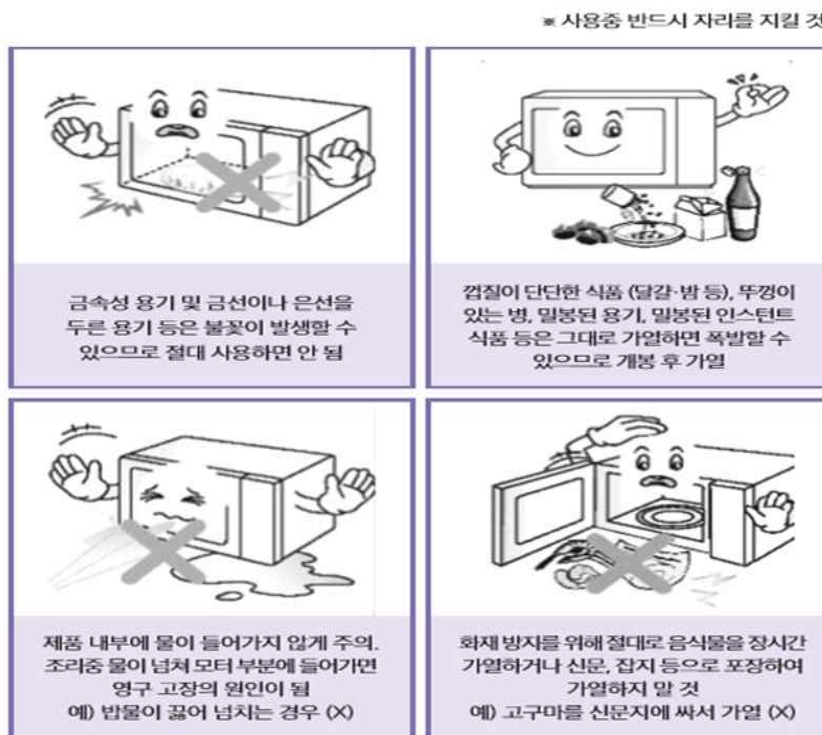
B. Fitness Room

1. Location: #B206, Building A, Bitsoljae
2. Hours: (Any day) 05:00 – 24:00
3. Cautions in Using Fitness Room
 - a) Do not wear shoes worn outside inside the fitness room. ⇨ (Wear trainers exclusively for the fitness room)
 - b) You must fully understand how to use the fitness equipment before use.
 - c) “Drunken Person” is not allowed in the fitness room. ⇨ (No food is allowed inside the fitness room, either.)
 - d) “Accompanying non-boarding students” is prohibited. ⇨ (**Fitness room is exclusively for boarding students**)
 - e) Any act of disturbance causing harm to others is prohibited.
 - f) Organize equipment after use and take cautions not to break any equipment. ⇨ (Recorded on CCTV)



C. Shared Kitchen

1. Location: #B205, Building A, Bitsoljae
2. Opening Hours: (Any Day) 05:00 - 24:00
3. Cautions in using Cooking Equipment
 - a) Clean cooking equipment thoroughly after use.
 - b) Refrain from using the kitchen for a long time. ⇨ Use to kitchen for simple cooking and give way to others.
 - c) Frying (oil) is prohibited due to fire hazard.
 - d) Avoid using three microwave ovens at the same time. It may cause overload.
 - e) Prolonged use of the microwave oven and cooking equipment is dangerous due to overload.
 - f) Do not place any metal inside the microwave oven. Use microwave-safe container.



4. Cautions in Using Shared Refrigerator

a) Storing Items in Shared Refrigerator

Division	Key Details	Remarks
① Container	Use exclusive storage bag (transparent)	Provided by the Administrative Office in advance
② Storage Period	Approximately 1 month (30 days)	May change if necessary
③ Clear-up Cycle	At all times	Scrapped if storage rule is violated

b) Procedure for Storing Food in Shared Refrigerator

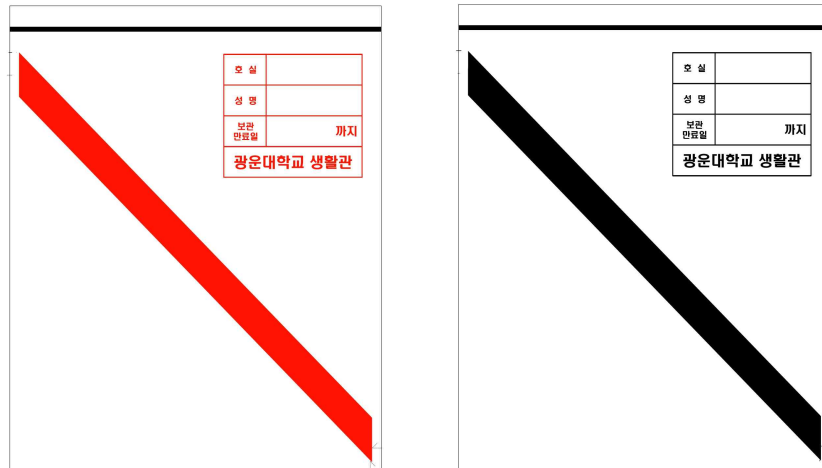
Procedure	Key Details	Remarks
① Obtain Bag Exclusively for Storing Food	<ul style="list-style-type: none"> ■ Visit the Administrative Office and obtain the bag exclusively for storing food ■ Food Bag Provided: Two bags (40X50) for each person / Provided once a month 	Provided in advance
② Indicate Mandatory Information and Store Items	Indicate the room, name, storage period (maximum a month)	
③ Cautions	<ul style="list-style-type: none"> ■ If not used to store food, the bags should be kept separately by the individual and should not be left inside the refrigerator. ■ Obtain the bags from the Administrative Office again until three days before the storage period expires 	

c) Inspection of Shared Refrigerator and Penalty Points

Procedure	Key Details	Remarks
① Inspection of Shared Refrigerator	Shared refrigerator is inspected frequently and 2 penalty points will be imposed if the storage rule is violated and the items will be scrapped.	
② Scrapping and Penalty Standards	<ul style="list-style-type: none"> ■ If food is stored without using the exclusive bag ■ If the exclusive bag is not sealed ■ If the mandatory information is not indicated ■ If the storage period has been expired ■ If the food is stale or produces foul odor ■ If the shared refrigerator environment is harmed 	

d) Other Cautions in Using Shared Refrigerator

- (1) Never touch other people's things.
- (2) Please use the exclusive bag for storing food provided by the Administrative Office.



- (3) Indicate your ① room, ② name (excluding the last letter), and ③ storage period
 - (4) Storing food for a long time can contaminate other people's food. ⇨ Storage period is basically one month (30 days).
 - (5) **Items without expiry date or expired items, and items that are not properly stored will be scrapped for sanitary control.**
 - (6) The storing location of individual items can be somewhat changed when scrapping items.
5. Organize and clean the kitchen and table thoroughly after use.

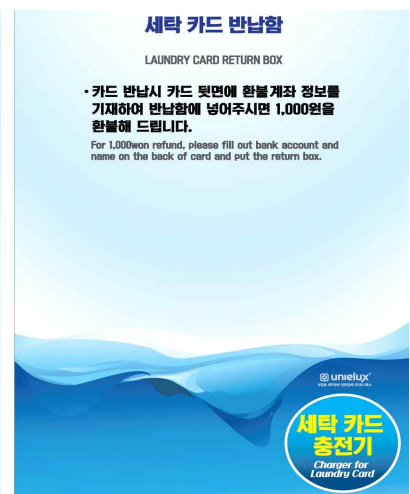
D. Lounge

1. Location: In front of the elevator on each floor
2. Opening Hours: No limit
3. Items Furnished: Cold and hot water purifier, table, chair, bulletin board
4. Cautions in Using the Lounge
 - a) **Taking food** other than individually packed small amounts of beverages and snacks, **is strictly prohibited due to "bug issues" and "complaints due to smell."**
 - b) Enjoy food in the shared kitchen. ⇨ **Violating this is subjected to penalty points.**
 - c) The items furnished are for common use and must be put in order after used.
 - d) The lounge use hours may be restricted if there are complaints for noise, etc.



E. Laundry and Ironing Room

1. Location: #B203 (Male) / #B204 (Female), Building A, Bitsoljae
2. Opening Hours: (Any Day) 05:00 – 24:00
3. Cautions in Using Washer and Dryer
 - a) Be considerate of others.
 - b) Do not take another person's belongings.
 - c) When washing or drying is completed, remove your belongings right away.
 - d) If you leave your laundry in the washer or dryer, others cannot use it.
4. Estimated Time for Washing and Drying ⇔ 50 minutes to 1 hour for each.
5. The detergent should be purchased individually. If you wish to keep your detergent in the washing and ironing room, you must **indicate your room number and name (excluding the last letter) on the container.**
6. Purchasing, charging, and returning the laundry card



7. How to Use Washer

카드식 세탁기 사용법

Card Washer Instruction (卡式洗衣机用法)

RFID 카드식

상업용 세탁장비 전문업체 (주)유니룩스

사용요금 : 1,000원

2 섬유유연제 넣기

4 표준누름

3 세탁카드 태그

세탁실 이용하기 순서대로 하면 어렵지 않아요~!

- ① 빨래와 세제넣기**
Load laundry with detergent / 投入洗衣物和洗涤剂
▶ (빨래는 적정량을 지켜야 세탁이 잘 됩니다)
- ② 액체 섬유유연제 넣기**
Add liquid fabric softener / 衣物柔软剂
- ③ 리더기에 세탁 카드 태그**
Tag card on the card reader / 卡支付
- ④ 세탁 코스 선택**
Select the cycle / 选择洗衣课程
- ⑤ 동작 버튼 누르기**
Press start button / 摁启动按钮

Warning

- Do not wash and dry sneakers.
- For refreshing cylinder, please leave the door open after using the washer.
- 운동화 세탁 및 건조 금지!
- 세탁기 사용후 드럼 내부의 쾌적한 환기를 위해 도어를 열어 두세요.

☎ Q&A : 031-970-6730

주의 : 세탁이 시작되면 완전 종료 시까지 절대로 도어를 열수 없으므로 강제로 열지 마세요. Warning : Never open the door in use, as the door won't be open until cycle is done.

8. How to Use Dryer

카드식 건조기 사용법

Card Dryer Instruction (卡式干衣机用法)

RFID 카드식

상업용 세탁장비 전문업체 (주)유니룩스

사용요금 : 1,000원

4 강력 누름

3 세탁카드 태그

세탁실 이용하기 순서대로 하면 어렵지 않아요~!

- ① 사용전, 먼지 거름망 청소하기**
Load laundry after cleaning lint filter / (清洁棉绒过滤器-投入洗衣物)
- ② 탈수된 빨래 넣기** (건조는 적정량을 지켜야 건조가 잘 됩니다)
Load Spin-dried laundry / 加载脱水衣服
- ③ 리더기에 세탁 카드 태그**
Tag card on the card reader / 卡支付
- ④ 건조 코스 선택**
Select the cycle / 选择温度
- ⑤ 동작 버튼 누르기**
Press start button / 摁启动按钮

Warning

- 운동화 세탁 및 건조 금지! - 주머니 속의 라이터, 동전, 가연성 물질은 반드시 꺼내고 사용하세요.
- 건조기 가동중 도어를 열면 자동 중단되며, 재 가동시 도어를 닫고 시작버튼을 다시 누르세요.
- Do not wash and dry sneakers.
- Take all stuffs (lighter, coins, etc) out of pocket before drying.
- When you open the door, dryer stops. To restart, please close the door and press the start button.

☎ Q&A : 031-970-6730

9. How to Use Iron (Free)

How to use Iron with timer (Max 7 mins for 1 cycle)
타이머식 다리미 사용법 (최대 7분)

옷감에 따라 반드시 다리미의 온도선택 다이얼을 확인 후 사용하세요.
 * 고온에 의한 의류손상 위험이 있습니다.
 추가 사용을 원하시면 타이머를 돌려 원하는 시간을 다시 설정해주세요.

01



사용하실 다리미의 전원콘센트를 타이머 콘센트에 꽂아주세요. 추가사용시 시간을 다시 설정해주세요.
 Plug the power cord into the socket. Reset the timer to use more time.

02



타이머를 시계방향(오른쪽)으로 돌려 원하는 시간을 설정해주시고 다리미의 불이 켜지면 사용해주세요.
 Set the desired time by turning the timer clockwise and iron when the lamp is on.

03



사용 후 다리미의 전원콘센트를 빼주시고, 다리미를 제자리에 놓아주세요. (화재예방차원)
 Unplug the power cord from the socket and put the iron on its heel. (Required for fire prevention)



Make sure you put the iron on it heel as below after finished ironing.
다리미 사용 후 반드시 아래와 같이 다리미를 위치해주세요.






- a) Inquiry for Broken Equipment and Use ⇨ 1577 - 9805
- b) Emergency Contact ⇨ 010-5808-9805

비상연락처: 010-5808-9805


NOTICE

세탁실의 쾌적한 환경조성을 위해
 방치된 세탁물은 **30일간**
 보관 후 매월 **25일** 폐기됩니다.

예 : 5월24일~6월24일 방치된 세탁물은 7월25일 폐기

학생분들의 협조 부탁드립니다.

문의처 : 1577-9805
 **WASKOR (주) 와스코**
 Professional Laundry System



F. Unattended Delivery Box

※ Important: When you are ordering items for parcel service directed to Bitsoljae (Happy Dormitory), you must request the delivering company to “**use the unattended delivery box without fail.**” ⇨ To prevent the risk of loss in advance

1. Location: Unattended delivery box beside the Management Office (#B209), 2B, Building A, Bitsoljae
2. Opening Hours: 05:00 – 24:00
3. Fees

Division	Hours	Fees	Payment Method	Remarks
Free Hours	72 Hours	Free	–	Covered by Dormitory
Exceeding Hours	After 72 Hours	2,000 Won	Mobile Phone Payment Only	Covered by Student

4. How to Use
 - a) Learn how to use from the unattended delivery box.
 - b) Refer to the “attached file” of “No. 13 Post” of the announcement on the dormitory’s homepage
5. Cautions in Using Unattended Delivery Box
 - a) **The parcel will be returned if the unattended delivery box cannot be used** in following cases;
 - (1) Recipient is not designated (recipient is not a boarding student)
 - (2) Recipient’s contact information is missing (must include mobile phone number)
 - b) **Do not use virtual phone number when requesting for parcel service.** ⇨ The deliverer will not be able to send the password for the unattended delivery box, causing problems such as the loss of parcel/storage fees.
 - c) When requesting for parcel service, you must provide correct mobile phone number.
 - d) Due to the Personal Information Protection Act, Administration Office cannot provide the delivery company with the student’s telephone number.

6. Mail (Parcel) Handling Standards

Division	Ordinary Mail	Registered Mail	Parcel	Remarks
Destination	Mail Room on 1F, Hwadogwan	Administrative Office	Dormitory's Unattended Delivery Box	
Storage (Reception) Location	Lobby Mailbox	Administrative Office	Unattended Delivery Box	
Receiving Method	Received by Individual Directly	Sign the List and Receive	Received by Individual Directly	
Storage Period	Maximum 4 Weeks	Maximum 4 Weeks	Maximum 4 Weeks	
Return Method	Mail Room	Mailman	Delivery Company	

- a) In case where the storage period expires for the mail (parcel) is damaged (decayed, etc.), **the Administrative Office will scrap the mail or parcel at once if returning the mail or parcel is considered impossible.** Take cautions not to lose the mail (parcel) by receiving it promptly.
- b) For “Ordinary Mail”, the Administrative Office will collect the “Ordinary Mail” delivered to the mail room at Hwadogwan **on every “Monday” and “Thursday”** and distribute it to the mailboxes at the lobby of Building A, Bitsoljae (Happy Dormitory).
- c) **For a personally urgent mail, visit the mail room at 1F, Hwadogwan and collect it personally.**



G. Seminar Room (Reading Room)

1. Location: B1, Building A, Bitsoljae

Division	Usage	Seats (Minimum Users)	Opening Hours (Weekday)
Seminar Room 1	Studying Space with Strict Silence Rule	Operated as "Reading Room"	05:00-24:00
Seminar Room 2	Studying Space Exclusively for Notebook Users	Operated as "Reading Room"	05:00-24:00
Seminar Room 3	Meeting, Group Study, Etc.	42 (21)	09:00-22:00
Seminar Room 4	Meeting, Group Study, Etc.	24 (8)	09:00-22:00
Seminar Room 5	Meeting, Group Study, Etc.	18 (6)	09:00-22:00

2. Eligibility: Boarding Student of Bitsoljae (Happy Dormitory)

3. Application and Use

- a) Visit the Administrative Office (#B207, Building A) and fill out the application form ⇨ [Weekdays, 10:00-16:00]
 - (1) Operated based on "reservation system" ⇨ (Reserve within 1 week)
 - (2) **To apply for the use, at least 50% of the minimum number of users must be the boarding students of the dormitory.**
 - (3) Reserve by the hour up to three hours.
 - (4) The application will not be accepted if another boarding student of the dormitory has already reserved the time and space you want.
- b) Fill out the application form and submit the "Seminar Room Use Permit" to the Management Office (#B209, Building A)
- c) After using the seminar room, clean the room and put fixtures in order and have the Management Office check whether the room is cleaned and fixtures are put in order.

4. Cautions in using Seminar Room

a) Seminar Rooms 1 and 2 are used as “Reading Room (Shared Studying Space)”

- (1) “Seminar Room 1” is operated as “Studying Space with Strict Silence Rule”
- (2) “Seminar Room 2” is operated as “Studying Space Exclusively for Notebook Users”
- (3) The dormitory will randomly check the identification and remove non-boarding students.
- (4) Silence is required at all times, and anyone making noise will be removed.
- (5) Depending on the number of users, the opening hours of the reading room may change or it may be closed.

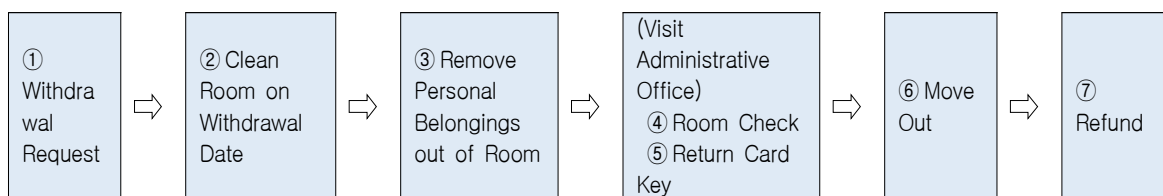
b) Seminar Rooms 3 – 5

- (1) The reservation time must be strictly kept and the reservation will be automatically cancelled if no one enters the room for first 10 minutes.
- (2) The dormitory will randomly check the identification and if the number of users is less than minimum number of users or less than 50% of the users are the dormitory’s boarding students, then all users must leave.
- (3) No beverage or food is allowed in the room.
- (4) When leaving the room, the users must clean the room and put things in order for the next user.
- (5) After using the room, the users must have the Management Office check whether the room is cleaned and things are put in order.
- (6) The reservation will not be made when the seminar rooms is used for official schedule such as during the examination period (midterm and final).

Withdrawal

H. Early Withdrawal

1. Early Withdrawal procedure



Procedure	Details	Remarks
① Withdrawal Request	<ul style="list-style-type: none"> ■ Fill out and submit the “Early Withdrawal Request” 5 days before the withdrawal ■ Submit to: Bitsoljae Administrative Office (#B207, Building A) ■ Prepare for Withdrawal: Organize personal belongings before the withdrawal date 	
② Clean	<ul style="list-style-type: none"> ■ Personal Space: Desk, bookshelf, drawers, closet, bed, etc. ■ Shared Space: Room floor, bathrooms, windows, doors ■ Note: The withdrawing person must clean the personal and shared spaces even when the roommate stays. 	
③ Remove Personal Belongs	<ul style="list-style-type: none"> ■ Remove personal belongings before 2 p.m. on the withdrawal date. 	
④ Inspection (Room Check)	<ul style="list-style-type: none"> ■ Inspector: Head of Floor (accompanied by the withdrawing person) ■ Inspection Date: Withdrawal date 10:00 – 14:00 ■ Inspection Details: Status of fixtures and cleaning ■ Note: <ul style="list-style-type: none"> ○ The “Withdrawal Request” must be signed by the head of the floor and the withdrawing person (by the head of floor) ○ All personal belongings lost or left behind will be scrapped. 	
⑤ Return Card Key	<ul style="list-style-type: none"> ■ Returning Place: Bitsoljae Administrative Office (#B207, Building A) 	
⑥ Withdrawal	<ul style="list-style-type: none"> ■ Withdrawal Date: Immediately after the inspection and the return of the access card ■ Note: All personal belongings should be removed and the room must be restored to the original status as it was at the time of admission. 	
⑦ Refund	<ul style="list-style-type: none"> ■ Refund Period: Within 15 days after withdrawal ■ Refund Account: The refund account specified in the “Dormitory Homepage” ■ Note: If the facilities inspection by the administrative office finds that fixtures are damaged and the spaces are not cleaned properly, the cost of restoration will be deducted from the security deposit. 	Includes security deposit

a) Note: **Students withdrawing early may not re-enter the dormitory (Bitsoljae) in the following semester.**

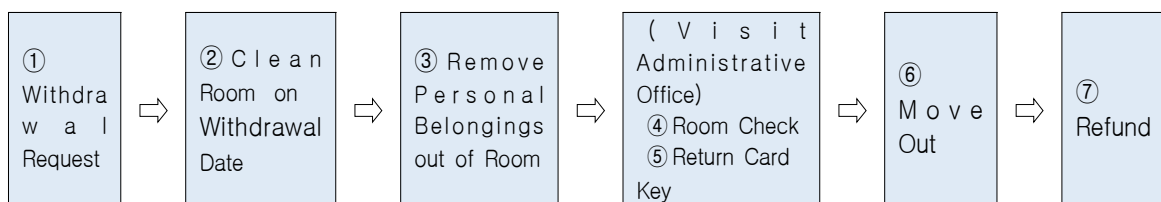
2. Refund Standards for Early Withdrawal

Admission Type	Boarding Fee Refund Standards for Early Withdrawal	Remarks
Semester	<ul style="list-style-type: none"> The balance after deducting 10% (penalty) off the remaining dormitory fee for the remaining days in the boarding period. However, no refund is made when withdrawing within 30 days before the last date of the boarding period. 	Not re-admitted to the dormitory (Bitsoljae) in the following semester
6 Months	<ul style="list-style-type: none"> The balance after deducting 10% (penalty) of the remaining dormitory fee for the remaining days in the boarding period. However, no refund will be made after the first date of the official final examination period during the semester in which the student withdraws. 	
1 Year		

- a) Where there are special reasons such as **leave of absence, employment, or “exchange student” or “overseas service” programs operated by Kwangwoon University during the boarding period**, the student will be exempted from penalty and will have no disadvantage in re-entering the dormitory in the following semester if the student submits documentary evidence (leave of absence certificate, draft notice, etc.).
- b) For the **“first date of the official final examination period”** under the Boarding Fee Refund Standards for Early Withdrawal above, refer to the **“Notice on Final Examination Schedule”** at the Kwangwoon University homepage.

I. Withdrawal on Expiration

1. Withdrawal on Expiration Procedure



Procedure	Details	Remarks
① Withdrawal Request	<ul style="list-style-type: none"> Submit the Withdrawal Request to the administrative office within the “separately notified” date according to the dormitory’s schedule Submit to: Bitsoljae Administrative Office (#B207, Building A) Prepare for Withdrawal: Organize personal belongings before the withdrawal date 	
② Clean	<ul style="list-style-type: none"> Personal Space: Desk, bookshelf, drawers, closet, bed, etc. Shared Space: Room floor, bathrooms, windows, doors Note: The withdrawing person must clean the personal and shared spaces even when the roommate stays. 	
③ Remove Personal Belongs	<ul style="list-style-type: none"> Remove personal belongings before 2 p.m. on the withdrawal date. 	
④ Inspection (Room Check)	<ul style="list-style-type: none"> Inspector: Head of Floor (accompanied by the withdrawing person) Inspection Date: Withdrawal date 10:00 – 14:00 Inspection Details: Status of fixtures and cleaning Note: <ul style="list-style-type: none"> The “Withdrawal Request” must be signed by the head of the floor and the withdrawing person (by the head of floor) All personal belongings lost or left behind will be scrapped. 	
⑤ Return Card Key	<ul style="list-style-type: none"> Returning Place: Bitsoljae Administrative Office (#B207, Building A) 	
⑥ Withdrawal	<ul style="list-style-type: none"> Withdrawal Date: Immediately after the inspection and the return of the access card Note: All personal belongings should be removed and the room must be restored to as it was at the time of admission. 	
⑦ Refund	<ul style="list-style-type: none"> Refund Period: Within 15 days after withdrawal Refund Account: The refund account specified in the “Dormitory Homepage” Note: If the facilities inspection by the administrative office finds that fixtures are damaged and the spaces are not cleaned properly, the cost of restoration will be deducted from the security deposit. 	Includes security deposit

2. Attention

- a) Inspection Date: Before two o'clock on the withdrawal date
- b) Inspection: On the withdrawal date, 10:00 – 14:00
- c) **If the withdrawal inspection by the administrative office finds that fixtures are damaged and the spaces are not cleaned properly, the cost of restoration will be deducted from the security deposit.**
 - (1) **Where 1 person withdraws first, he or she must clean his or her personal spaces and the shared spaces such as the bathroom before moving out.**
 - (2) Where it is unclear who is responsible for the damage of fixtures, everyone will be charged jointly.
- d) The access card must be returned to the administrative office. ⇨ (Return to: Bitsoljae #B207, Building A)
- e) **The refund of the security deposit will be transferred to the refund account specified in the “Dormitory Homepage.”**

J. Forced Withdrawal

1. Where the total penalty points **are greater than 20** or **the student violates Terms 1–8 of the Penalty Standard, the student will be forced to withdraw.**
(**Terms 1–8 of the Penalty Standards cannot be set off with merit points.**)
2. The student who are submitted to forced withdrawal must move out within five days after the disposition is notified or perceived.
3. The student forced to withdraw is not allowed to enter the dormitory (Bitsoljae) in the future.
4. Refund Standard for Forced Withdrawal

Admission Type	Boarding Fee Refund Standards for Forced Withdrawal	Remarks
Semester	<ul style="list-style-type: none"> The balance after deducting 30% (penalty) off the remaining dormitory fee for the remaining days in the boarding period. However, no refund is made when withdrawing within 30 days before the last date of the boarding period. 	Not re-admitted to the dormitory (Bitsoljae) in the future
6 Months	<ul style="list-style-type: none"> The balance after deducting 30% (penalty) of the remaining dormitory fee for the remaining days in the boarding period. However, no refund will be made after the first date of the official final examination period during the semester in which the student withdraws. 	
1 Year		

- a) For the “**first date of the official final examination period**” under the Boarding Fee Refund Standards for Early Withdrawal above, refer to the “**Notice on Final Examination Schedule**” at the Kwangwoon University homepage.

K. Withdrawal without Notice

- The student withdrawing without notice will be prohibited from re-entering the dormitory (Bitsoljae) in the following semester.
- The refund standards for the withdrawal without notice are the same as that for forced withdrawal.

L. Attention for Withdrawal

- The student may move out before the withdrawal date, but there will be no refund for the days remaining until the withdrawal date.
- For vehicle users, the front gate of Kwangwoon Middle and High Schools will be closed during the lunch hours (12:00–13:00) and no vehicle can either enter or leave the premise.
- The withdrawal process will not be handled during the lunch hours (12:00–13:00) of the administrative office.
- Please use the parcel service to send materials as the parking lot is narrow. The vehicle user must remove the vehicle immediately.
- To park for long hours, please use the main parking lot of the Kwangwoon University. ⇨
(Requires parking fee)

6. When moving out, all personal belongings must be removed from the room and the room must be restored to as it was at the time of admission.
7. **All personal belongings lost or left behind when moving out will be scrapped.**
8. The room must be thoroughly cleaned for the next person moving into the room.
9. **Not cleaning the room when moving out will be subject to 12 penalty points, which will prohibit the student from re-entering the dormitory in the following semester.**
10. **The student who moves out without obtaining the confirmation of withdrawal is considered to have withdrawn without notice and will not be re-admitted in the following semester.**
11. The cost of restoration for damaged or missing items will be deducted from the security deposit, and if the security deposit is not sufficient, the cost will be claimed individually.
 - a) Access card not returned: 10,000 won
 - b) Mattress cover missing or damaged: 10,000 won
 - c) Room not cleaned, cleaning fee: 20,000 won
 - d) Damage of fixtures and items: Actual expense will be claimed
12. **The withdrawal date can never be extended for personal reasons.**
13. The refund of security deposit will be made in 2–3 weeks (within 15 days) after the withdrawal.

Division	Location	Operating Hours	Telephone Number	Remarks
Administrative Office	#B207, Building A, Bitsoljae	(During Semester) 09:00–17:30 (During Break) 10:00–16:00	(02)940–5283	
Management Office	#B209, Building A, Bitsoljae	24 Hours	(02)6958–9415	