**Housing Application Procedure Spring 2014**



**Only for New Coming Student**

All new Ajou International Students should apply for the dormitory on-line. Instructions are as follows:

**On-line Application (dormitory application system)**

**Ajou University Website**

 [http://edorm.ajou.ac.kr](http://edorm.ajou.ac.kr/)

 LOGIN

 Click application and fill out the blanks

**1. Schedule**

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| --- | --- | --- |
| Submission of Application | **Jan.2nd (Thu) ~Jan.15th (Wed)** | <http://edorm.ajou.ac.kr> |
| Notification of Room Assignment | **Jan.27th (Mon.)** | Ajou Website > Notice Board: [www.ajou.ac.kr/english](http://www.ajou.ac.kr/english) or <http://edorm.ajou.ac.kr> |
| Payment of the Dormitory Fee or Deposit | **Feb.3th (Mon) ~ Feb.7th (Fri)** | New coming students:  **USD60** for the deposit payemeeePP[PAYMENT |
| **Payment of the Remaining Dormitory Fee** | **Feb.21st (Fir) ~ Fab. 27(Thu)** | **Only applied to new coming students(full payment)** |
| **Dormitory opening period for Fall 2014** | **Feb.21st (Fir)~ Jun. 21st(Sat)** |  |

***Note:*** The dorm deposit of USD60 is **non-refundable**. It will NOT be refunded when students cancel dormitory room.

**2. Dormitory Fees (for the year of 2014)**

|  |  |  |
| --- | --- | --- |
|  | **2-bed room** | **4-bed room** |
| **Regular Semester (Fall)** | 830,000 Korean Won/semester | **560,000** KW/semester**(Hwa-Hong Hall)** **560,000** KW/semester(**Gwang-Gyo Hall)** **505,000** KW/semester(**Yong-Ji Hall**) |

\* The above costs are based on the 2014 academic year and are subject to be changed

**3. Dormitory fee payment details for successful candidates**

|  |  |
| --- | --- |
| **DEPOSIT** | 1. **Account Information (Ajou University)**   **Bank Name: Standard Chartered First Bank Korea Limited**  **Branch Name: Ajou University Branch**  **Account name: Ajou University / Account No. : 632-15-000630/**  **Swift code:SCBLKRSE**   1. **Due Date: Fab.27th (Thu), 2014**   **C. All newcomers are required to send us a copy of the payment receipt by email or fax. ( Fax: +82-31-219-(2141), Email:** [**dorm@ajou.ac.kr or jjjang@ajou.ac.kr**](mailto:dorm@ajou.ac.kr%20or%20%20) ) |

\*Notice: **Bank address** is Standard Chartered First Bank/ Student Union Building 1st floor/ Ajou University /164 World cup road/ Yeongtong-Gu/ Suwon city/ Gyunggi-Do/ 443-749/ South Korea

|  |  |
| --- | --- |
| **Remaining Payment** | *Option1***: Please print your invoice on-line and make a payment to the SC first bank within payment period.**  *Option2*: If you plan to make payments via online banking or bank transfer, please refer to the following information.  Bank Name: Standard Chartered First Bank  Account No. : 632-15-000630 |

***Note:*** *If you plan to make payments via online banking or bank transfer, please specify \*\*\*****your 4 digit room number, applicant name*** *and send email to*  [*jjjang@ajou.ac.kr or dorm@ajou.ac.kr.(*](mailto:%20jjjang@ajou.ac.kr%20or%20dorm@ajou.ac.kr.()*accountant) to confirm your payment.*

**4. Health Check**

1. Every resident should submit the result of the health check-up (TB) to the Ajou Service Center (ASC) within

one month after moving into the dormitory.

If residents do not have a health check-up result, please download the check-up file from the

website (http://edorm.ajou.ac.kr)**;**  complete the form and do the check-up at the Ajou University Hospital.

* Location: Ajou Hospital Wellbeing Center 4th floor, Industrial Medical Center (산업의학과)
* Available Time: 7:00 am- 3:00 pm /. <Tel:+82-31-2>19-5605

**5. Refund Policy**

**within 4 weeks within 8 weeks within 12 weeks after 12 weeks**

**Payment** 100% 75% 50% 25%

**Refund** 75% 50% 25% 0

a. If residents have to leave during the middle of the semester, residents will need to apply for refund request, the same procedure as dormitory application.

b. The dormitory fee will be refunded to the student, but not the full amount. Students will be charged for the number of days spent in the dormitory.

c. The criteria of refund policy are based on the move-in date given by the dormitory and not by the individual students' actual move-in date.

d. Residents who are expelled due to violation of dormitory rules and regulations will receive NO REFUND

e. Summer or winter vacation residents receive no refund for early withdrawal from the dormitory.

**< Note >**

|  |
| --- |
| 1. Due to limited availability, room arrangement cannot be guaranteed as your preference.  2. If you do not apply for the dormitory within the application period, the application cannot be accepted.  **3. If you do not pay the dormitory fee or deposit by the deadline (Fab. 7th 2014), priority to stay at the dormitory will automatically be given to students on a waiting list.**  **4. All newcomers are required to send us a copy of payment receipt no later than Fab. 7th**  **5. Students who paid the deposit fee should pay the remaining dormitory fee by Feb. 27th (Thu)**  6. Every resident should submit the result of a health check-up (Tuberculosis).  7. If you leave your stuff in a room without applying for the dormitory, it will be cleared out. You are responsible for your own belongings. |

**Requirements for International Students**

**1. Eligibility to Move In**

 Incoming international students

 Registered international students

1) Excluding those who were on academic probation in the previous semester

2) Excluding those who were given 30 points’ penalties and expelled from the dormitory

3) Excluding research students

**2. Selection Criteria**

A. The resident selection shall take place every semester.

B. Incoming students will be given priority.

C. Selection criteria for currently registered students

1) Currently registered students will be selected after the spots for incoming students are filled.

2) The same selection criteria will be applied to currently registered students as follows. (GPA: 60 percent; basic points: 30 percent; service points: 10 percent)

3) If multiple students with same GPA’s and credits compete for one vacancy, the date of birth (the youngest person will be given priority) will be taken into consideration.

4) Currently registered students must move out of their rooms prior to the beginning of the semester if not selected. Unless selected students make full payment by the deadline, the vacancies will be given to those next in line on the waiting list.

**3. Room Assignment Guidelines**

A. Room assignment will be handled by the Office of Student Housing & Residence with full consideration of applicants’ requests.

B. The request period for room changes will be the first week of each semester. No change is allowed after the period.

C. Students suffering from sleep disorders (snoring, teeth grinding, etc.) serious enough to disturb roommates cannot be accepted

D. Students can choose from the two types of rooms: two-bed rooms and four-bed rooms.

However, if supply is short, the Office of Student Housing & Residence may randomly assign the rooms. (As for incoming students, rooms will be allocated on a first-come-first-served basis. As for registered students, rooms will be allocated in accordance with GPA.)

E. Students will be categorized into groups of Undergraduate, Graduate School, Exchange

Student, etc. when allocating the rooms

**4. Dormitory Application Procedures**

A. The dormitory application submission period for international students will be the same as local students - No application allowed after the deadline

**Housing Agreement**



All residents should abide by the rules and regulations of the Ajou University Dormitory. These rules and regulations have been set forth for the purpose of promoting the convenience, security and welfare of the residents of our dormitory, and to protect the dormitory’s property from misuse and abuse. Any violations against the rules

and regulations will result in penalties as follows.

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| --- | --- |
| **Violations of Regulations** | **Penalty** |
| 1. Voluntarily withdrawing or taking a leave of absence from school | Dismissal from the dormitory |
| 2. Being placed under arrest for criminal acts |
| 3. Being suspended from school for a specified period of time or submitted to a more severe  disciplinary measure |
| 4. Entering the dormitory under someone else’s name or letting a non-resident stay overnight |
| 5. Engaging in any conduct of drinking, violence, theft, gambling or arson |
| 6. Harming public interest by unruly behavior |
| 7. Illegal entry into the dormitory |
| 8. Letting a person of opposite gender inside his/her room and floor |
| 9. Changing rooms at his/her discretion | 15 |
| 10. Smoking inside the residence hall | 15 |
| 11. Spreading fabricated information through the Internet | 15 |
| 12. Not following the directions of the university staff | 15 |
| 13. Damaging or making alterations to dormitory property | 10 (must pay for damage or  loss) |
| 14. Making excessive noise or taking any actions that disturb other residents | 10 |
| 15. Bringing in or using electric products including all types of electric heaters (mat, cushion, etc.), stove, refrigerator, rice cooker, TV, iron and burner. | 10 |
| 16. Cooking outside the designated areas | 10 |
| 17. Transferring the key to the dormitory to a non-resident without prior permission | 10 |
| 18. Disturbing neighbors after excessive drinking | 10 |
| 19. Bringing in and raising pets without approval | 10 |
| 20. Not attending orientation and fire safety education | 10 |
| 21. Letting in non-residents at his/her discretion | 5 |
| 22. Leaving the dormitory in an untidy condition | 5 |
| 23. Removing or relocating fixtures and facilities at his/her discretion | 3 |
| 24. Drawing graffiti on or attaching unapproved materials to the wall | 3 |
| 25. Hanging out the wash in the corridor | 3 |

 Those who received prior approval from the director of the residence hall are exempt from 16 and 20

 Dismissed residents cannot re-enter the facility.

 The penalties are valid for one semester and will be deleted after they are used for the selection process during the next semester.

**The Office of Student Housing & Residence**

**Ajou University**

**>> Any Inquiries**

* **Dormitory Coordinator (Ms. Miran Kim)**Housing Office  
  E-mail: [mirankim23@ajou.ac.kr](mailto:mirankim23@ajou.ac.kr)   
  Tel: (82) 031-219-2149   
    
  **Incoming Exchange Student Coordinator (Mr. Joonghwa Kim)**Office of International Affairs  
  E-mail: [incoming@ajou.ac.kr](mailto:incoming@ajou.ac.kr)   
  Tel: (82) 031-219-2923  
    
  **International Students Coordinator (Ms. Jae-eun Kim)**Office of International Affairs  
  E-mail: [admission@ajou.ac.kr](mailto:admission@ajou.ac.kr)   
  Tel: (82) 031-219-2925

Note : **Address of is dormitory is**

**Hwahong or Gwang-Gyo or Yong-Ji** Hall Room#(………)

Ajou University

164 World cup road

Yeongtong-Gu

Suwon

Gyunggi-Do

443-749

South Korea