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| **GIST College Dormitory Operational Guidelines** | **Section of Student Services (T. 3606)** |
| 1. House System: The housing provided for university students is operated under the House System. (Hereafter, the term "house" is used interchangeably with "dormitory.")  2. Eligibility for House Admission  A. Principle of two people per room admission  B. For regular semesters, all undergraduate students are eligible for dormitory admission; however, admission may be restricted on room capacity and the occurrence of natural disasters.  C. Admission is allowed even for those who exceed their annual leave and for industry-university students upon consideration of dormitory capacity.  D. In principle, the period of occupancy shall be for the regular spring and autumn semesters (seasonal semesters are not included). However, if there is a valid reason, the student can stay in the dormitory during a vacation period with the prior approval of the house master.  3. House Admission  A. Students who wish to stay in the house shall submit an application form and receive approval from the manager of the office in charge of the house.  B. Admission can be revoked if an approved student has not moved in within three  days of the set date without a valid reason.  4. Collection of a Housing Deposit  A. Newly admitted students to the house shall pay a housing deposit. This money shall be used for the preservation and maintenance of the dormitory environment.  5. Rented Items  A. Students who move in to the house shall be provided with a desk, chair, bookshelf, mattress, and closet as rented items.  B. Rented items are not allowed to leave the campus.  C. Compensation must be made for damaged items.  D. Rented items must be returned when moving out of the house.  6. Restrictions on Admission  A. Students who have received disciplinary actions of a suspension or higher.  B. Students who had once been ordered to vacate the house or had once moved out  without permission.  C. Patients and carriers of infectious diseases.  D. Students with poor behavior.  E. Students who the House Operations Committee had once denied admission for  valid reasons.  7. The resident capacity of each room: Each dormitory room is designated for two or more residents.  8. Room Assignment and Transfer: House residents may not switch rooms at will. If a resident must be assigned a new room for unavoidable reasons, that resident must submit an application for a room transfer and receive approved by the manager of the office in charge of the house.  9. Reasons to Vacate the House  A. In case of violation of the aforementioned restrictions on admission. (See 6).  B. Leave of absence, withdrawal, or expulsion of the resident.  C. Judged by the House Operations Committee that a resident is not suitable for  communal living for unavoidable reason, such as an epidemic.  D. Receiving orders to vacate the House for violation of the dormitory rules and  guidelines.  E. Residents who are behind in three or more dormitory fee payments.  F. Receiving an order from the Institute to vacate the house totally or partially in the  case of natural disaster, epidemic outbreak, or other emergency.  G. Receiving an order to vacate for not following appropriate precautions and preventive measures in the case of natural disaster, epidemic outbreak, or other emergency. | |