

學位服團體集中借用流程圖

Group Rental

每年3月公告

Announced in March

每年4月中旬集中借用

Rent in April

承辦單位：總務處財產組

聯絡分機：62801

請班代表先調查借用人姓名、尺寸及確認有無登錄退款帳號

Representative has to check the name, size of the borrowers and confirm if they have registered bank account at NCCU

公告受理集中借用期間
Announce the group rental info

借用班級代表登入 iNCCU 至校務資訊系統-學生資訊系統進行線上申請
Representative of class apply online via iNCCU

最遲於公告辦理期間前一週提出申請

At least apply online one week before the last day of the period

點選借用者及其尺寸 確認申請
choose the people who want to borrow and check their size of gown then submit

所有借用者都須繳納押金

everyone has to pay the deposit first

博士服押金 6000元

碩士服押金 2000元

Master 2000

學位服押金 800元

列印繳費單(押金及行政處理費)
Print the payment sheet (deposit & administrative fee if applicable)

於限期內完成繳費, ATM轉帳(含網銀)或至第一銀行各分行臨櫃繳款
Pay with ATM transfer or at First Bank before ddl

未於限期完成繳費
Fail to pay before ddl

繳費狀態更新為已繳費後
列印申請表完成所有借用者簽名
Print the application form and have the signature of the borrowers

繳費單失效
需重新申請
Apply again

持申請表及繳費證明至洗衣部(樂活小舖2樓)繳納清洗費
Pay the cleaning fee at Laundry Store (2F of the building beside the gate of McDonald) with application form & proof of payment

洗衣部營業時間為週一、三、五
10:30-17:30

Laundry store: 10:30-17:30 of Mon, Wed, Fri

洗衣部詢問電話Tel : 67125

持申請表及繳費單至財產組約定領取學位服日期
Reserve the pick up date with the application form and proof of payment with section of property

倉庫開放時間為上班日

上午8:30~11:30

Storage room: 8:30-11:30 of weekdays

倉庫詢問電話Tel : 63060

依約定日至倉庫(集英樓地下室)領取學位服
Pick up the gowns at Storage room (basement of the building of bookstore)

完成借用
Rental process finish