學位服個人借用流程圖
Personal Rental

每年1至7月開放借用
Rental opens from Jan to July every year

承辦單位：總務處財產組
聯絡分機：62801

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
非個人集中辦理期間(畢業典禮前兩週)，借用者需另繳納行政處理費100元
Borrow the gown out of the specified period, an extra fee（100NTD）is required

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借用者登入iNCCU
至校務資訊系統-學生資訊
系統進行線上申請
apply via iNCCU
        ↓
點選學位服尺寸確認申請
Choose the size and
confirm
        ↓
列印繳費單(押金及行政處理費)
Print the payment sheet
(deposit and administrative fee)
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需確認有無登錄退款帳號
Please register your bank account in NCCU's system first

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 before the ddl. Transfer via ATM/Pay at the First Bank

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
完成借用者簽名
Status update to "Paid" > Print the application form > Sign

繳費單失效
需重新申請
Apply again

清洗費標準
Cleaning fee：
博士服250元
碩士服200元
Master: 200
學位服120元

持申請表及繳費證明至洗衣部(樂活小舖2樓)
繳納清洗費
Bring the form & proof of payment to Laundry store (2F of the building beside the gate of McDonald) and pay the cleaning fee

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、繳費證明及學生證至倉庫
(集英樓地下室)領取學位服
Bring the form & proof of payment & student ID to the storage room (basement of the building of the bookstore and get your gown

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

完成借用
Process completed