

## Housing Options

### On-Campus Dormitory: Sewha Hall

Sewha Hall is a on-campus dormitory which serves approximately 400 students, both Korean and International, it is run by a student self-government body, House Council.

<b>Capacity</b>	Total 434 (50% of residents are International Students)
<b>Fee</b>	KRW 994,000 (per semester) - not including the vacation period
<b>Real estate Holdings</b>	23.8 m <sup>2</sup>
<b>Facilities</b>	Bed, Desk, Chair, A/C, Refrigerator, Toilet, Shower, shoe Sack, Internet, Study room, Seminar room, Administration office, Others (Lounge, Laundry room, Cafeteria, Fitness club, Ping-pong tables, Machine room, etc.) <b>* Cooking is not allowed in Sewha Hall</b>
<b>Notes</b>	To maintain dormitory order, all residents are required to follow directions from 'Student Dormitory Council', and be abided by <b>very strict dormitory regulations &amp; penalty point system</b> (See Appendix 1 below for curfew hours)



## 1. Note

- Dormitory residence application is valid for one semester only.
- Students who wish to extend their stay in the following semester must to reapply during the term stipulated in the school schedule.
- Dormitory Residence

During the semester	4 months	Application is requested each semester
On Vacation	A month 2 months	It can be selectable

- \* Residence can stay in dorm at maximum 4 months in the semester time.
- \* On vacation, residence can select a month or 2 months. (A short stay is not valid.)

- The cases with students who can not apply the dormitory
  - \* Student who does not enter the dormitory without notification at ISSS after announcement of selected list
  - \* Student who gets 20 penalty points (deportation)
  - \* Student who does not pay the dormitory fee within 2 weeks after notification

## 2. Move-In Process

- You can move in a dormitory only during a given period.
- You can check the given period when you apply for housing.
- Please check the address, transportation and map of each dormitory. (refer to Appendix 3)
- You can be informed of the assigned room , access to dormitory and rules from the RA of your dormitory on moving - in period .
- Please note that changing rooms after room assignment is not allowed .

## 3. Dormitory Payment

A. Payment (won)

Dorm	Student council fee	Cleaning Fee	Fee (Semester, 4 months)	Total Fees	Maintenancce fee
Sewha Hall	10,000	-	860,000	870,000	N/A



#### **4. Vacation Dormitory Application**

- To stay during the vacation, please check the notification on the website of ISSS for period of applying for vacation (Email will be sent in advance)
- If students don't apply for dormitory on vacation, residents must move out from the dormitory at the end of the semester.
- Students must pay the whole amount of dormitory fee within 2 weeks after admitting the dormitory.

#### **5. Moving Out**

- **Students must discuss with dormitory assistants for inspecting the condition of the room and the date of moving out in advance.**
- Before moving out, residents must clean their room and return front gate key and bedding items to the dormitory assistants.
- There will be charged for lost or damaged item s.

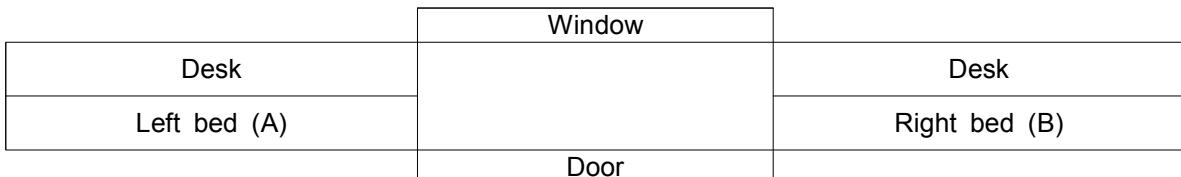


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## [Appendix 1]

# Sewha Hall Guidance Information

- After receiving your key, check which side of the room you are using A or B. Room residents should not switch keys (Students with the A key should use the bed and desk that are on the left side of the room, and students with the B key should uses the right side.)



- Below is the opening and closing time of the dorm's main gate(curfew hours)**

	Opening Time	Closing Time
Monday ~ Thursday		24:00
Friday, Saturday, Sunday, and Public Holidays	5:00	1:00

※ The lobby closes at the same time the dorm's main gate

- Below is the office hour for Housing Office

Day	Opening hours	Closing hours	Additional Notes
Monday ~ Thursday	9:00	24:00	The person on duty is written on the door of the housing office. You can call the person on duty, in case of an emergency
Friday, Saturday, Sunday, and Public Holidays	13:00		

- Below are fines for losing each key

Closet Key	Drawer Key	Entrance Key	Key Tec	Card Key
13,000 won	15,000 won	15,000 won	20,000 won	20,000 won

- You can do your laundry during the opening an closing times of the dorm.
- Internet Service is free of charge. (It's not wireless)
- After entering, clean the room and always lock the door when leaving in order to avoid your property being stolen.
- Be sure to keep your rooms clean and lock the door when leaving your room.
- You can collect parcels delivered to you at the janitor's room after you have signed "proof of delivery" If you wish to pay delivery charge on arrival, be sure to give the money to the janitor in advance.
- Female study room is on the second and third floor and male study room is on the fourth and fifth floor. Study rooms are open 24 hours a day. No food allowed.  
※ Laptop is allowed only in study rooms on second and fourth floor.
- Television, portable air conditioner, electronic fans and heating devices are not allowed. Loud devices are also not allowed (ex : musical instruments).
- When you leave the dormitory, clean your room first and fill out the online check-out forms on Sewha hall homepage.

13. There are the heating controller (white; can use in winter) and the air conditioner (beige; can use in summer) on the wall.
14. Find the numbers below to make calls from outside to the dormitory
- | Department     | Number       | Department         | Number         |
|----------------|--------------|--------------------|----------------|
| Dormitory ARS  | 02) 961-9471 | Housing Office     | 02) 961-9475~7 |
| Janitor's Room | 02) 961-9478 | Housing Office FAX | 02) 961-9479   |
- ※ It is impossible to make a outside call by Dorm phone in the rooms. You can only receive call from outside.  
 ※ For making a call from outside to your room - 02) 961-9471~4 (ARS) + ○○○ (Room Number)
15. The following is the number for contacting people within the dormitory with the dormitory phones.
- | Department     | Number | Additional Notes  |
|----------------|--------|---|
| Housing Office | 601~3  | To make a call within the buildings, just press the room number |
| Janitor's Room | 604~5  |   |
16. When borrowing a iron, fill out the sheet at the Housing office. It is required to return the iron within the day, and you have to sign sheet when returning the iron.
17. Vacuum cleaner rentals are available at the counters after signed the sheet you've written notes can be rented. After using it, please return immediately for the next user.
18. When staying overnight, fill out the "Overnight form" on the homepage. "Staying out request" should be submitted until midnight. If you don't fill out the form, you will be penalized for staying out without permission.
19. Since the dorm windows are opaque during the day and become transparent at night, be sure to put down the blinds
20. Don't stick anything on the wall (i.e. glue stick, glass tape, adhesive hangers etc) to avoid damaging wall paper.
21. If there is inconvenience, contact the supervisor of the floor.
22. Fitness Club and table tennis facility are available from 06:00 to 10:00 and from 17:00 to 23:30 respectively
23. The snack bar is available from 08:00 to 21:00 during the semester, and from 09:00 to 21:00 during the vacation.
24. If your sink or bathroom drain is clogged, please contact the janitor's office on the first floor.
25. The rooftop is opened for the students. (Smoking and non-smoking areas are separated.)
- |                     |
|---------------------|
| AM 09:00 ~ PM 09:00 |
|---------------------|
26. Please follow the rules of this dormitory. (Please keep in mind the "Dormitory Regulations and Penalty Points")

## Sehwon Dormitory Regulations and Penalty Points

### **◆ Article 50 of Sanghwalgwan Management Regulations[disciplinary measure]**

**When you receive more than 5 points, you cannot apply for housing next semester. Also, when you have more than 20 points, you should leave the dormitory.**

Regulation	Penalty
Showing infamous behavior and mal-adjusting to dormitory's social environment	Resignation
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Having guest of the opposite sex at anytime <b>*completely prohibited</b>	
Drinking alcohol and smoking	
Having non-registered people at the dormitory	
Cooking in the dormitory	
Staying out without writing the 'staying out log'	
Bringing in and using any dangerous objects such as electrical appliances and heating equipment	
Keeping pets(dogs, cats, etc.)	10 points
Making loud noises and disturbing others	
Bringing friends without permission (including to the lobby and the gate)	
Moving or renting dormitory facilities without permission	
Making unauthorized copies of room keys	
Impolite behavior towards dormitory administrator and supervisors	5 points
Curfew violation	
Damaging dormitory notices	
Posting notices without permission	
Not attending group events without any particular reason (OT, room checking, regular inspection, etc.)	
Poor maintenance of the room	
Not following the instructions from the dormitory assistants	
Violation of the using time of washing machines and dryers	
Private occupying seats of study room (Dormitory office is not responsible for lost personal belongings)	
Delivering food into the dormitory room(deliveryman is not allowed in the dormitory)	
Lending card keys and room keys to others	
Delinquent behaviors and inadequate dressing	
Having alcohol container in your room for any reason	
Writing the 'staying out log' for someone else	

※ Students who continuously violate dormitory rules despite of the supervisor's warnings will be penalized.