

Kyung Hee University - Dormitory

1. On-Campus Dormitory: Sewha Hall

Sewha Hall is an on-campus dormitory which accommodates approximately 400 students, both Korean and international students. It is run by a student self-government body, House Council.

Capacity	Total 434 (50% of residents are international students)
Fee	KRW1,014,000(per semester)
Real estate Holdings	23.8m ²
Facilities	Bed, Desk, Chair, A/C, Refrigerator, Toilet, Shower room, Internet, Study room, Seminar room, Administration office, Others (Lounge, Laundry room, Cafeteria, Fitness club, Ping-pong tables, Machine room, etc.) <i>*Cooking is not allowed in Sewha Hall.</i> <i>*Pillow, comforter, toilet paper and towel are not provided.(Blanket will be provided.)</i>
Notes	To maintain dormitory order, all residents are required to follow directions from 'Student Dormitory Council', and be abided by <u>very strict dormitory regulations & penalty point system</u> (See Appendix 1 below for curfew hours)



Note

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

- * Residents can stay in the dorm at maximum 4 months in the semester period.
- * On vacation, residence can select a month or 2 months. (A short stay is not valid.)
- The cases with students who cannot apply for the dormitory
 - * Student who does not enter the dormitory without notification at the Office of International Affairs after announcement of selected list
 - * Student who gets 20 penalty points (deportation)
 - * Student who does not pay the dormitory fee within the scheduled date

- Move-In Process

- **You can move in a dormitory only during given period.**
- You can check the given period when you apply for housing.
- Please check the address, transportation and map of the dormitory.
- 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

(KRW)

Dorm	Estimated Cost(per semester)
Sewha Hall	1,014,000

- If the student leaves the dormitory voluntarily or has been evicted for violating any rules, dormitory payment will not be refunded.
- **The dormitory fee is subject to change, and notice on the price change will be made in advance.**
- The dormitory fee includes the bills for water, power, gas and Internet access, however, students will be charged for extra utility fee for exceeding the average energy usage.

4. Vacation Dormitory Application

- To stay during the vacation, please inform the Office of International Affairs. (Email will be sent to the students in advance.)
- If students do not apply for the 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 the given period. (The period will be informed on the orientation day.)

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 the front gate key and bedding items to the dormitory assistants.
- There will be a charge for lost or damaged items.



[Appendix 1]

Sewha Hall Guidance Information

1. 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 use the right side.)

	Window	
Desk		Desk
Left bed (A)		Right bed (B)
	Door	

2. The following information is the opening and closing time of the dorm's main gate(curfew hours)

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

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

3. The following information 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		

4. The following information is 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

5. You can do your laundry during the opening and closing times of the dorm.

6. Internet Service is free of charge.

7. After entering, clean the room and always lock the door when leaving in order to avoid your property being stolen.

8. Be sure to keep your rooms clean and lock the door when leaving your room.

9. 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.

10. 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.

11. Television, portable air conditioner, electronic fans and heating devices are not allowed. Loud devices are also not allowed. (ex : musical instruments)

12. When you leave the dormitory, clean your room first and fill out the online check-out.

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 an iron, fill out a form at the Housing office. It is required to return the iron within a day and you have to sign the sheet when returning the iron.

17. Vacuum cleaner rental is available at the counter after signing a form. After using it, please return immediately for the next user.

18. When staying overnight, fill out the "Overnight form" on the website. "Staying out request" should be submitted by midnight. If you do not 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. Do not 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")

Sehawon Dormitory Regulations

◆ 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.

- If the student leaves the dormitory voluntarily or has been evicted for violating any rules, dormitory payment will not be refunded.

Regulation	Penalty
Showing infamous behavior and mal-adjusting to dormitory's social environment	20 points Resignation
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Having guest of the opposite sex at anytime *completely prohibited	
Drinking alcohol and smoking	
Having non-registered people at the dormitory	
Cooking in the dormitory	10 points
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.)	
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	5 points
Impolite behavior towards dormitory administrator and supervisors	
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.**