中國文化大學華語中心 住宿申請表
CCU MLC ACCOMMODATION APPLICATION FORM

申請人 APPLICANT: _____

國籍 NATIONALITY:_____

護照號碼 PASSPORT NUMBER:_____

入住日期 CHECK IN DATE:_____(Please check in after 15:00PM)

離開日期 CHECK OUT DATE:_____(Please check out before 12:00PM)

住宿期間，是否有其他陪同入住者? Other Guests / Co-sleep to stay with applicant?

☐ 否 No

☐ 是 Yes.

姓名 Name	關係 Relationship

住宿須知 Notification:
- 請旅客務必仔細閱讀各飯店的訂金與取消預定之規定。
  All hotels have booking and cancellation policy. Please read "Booking Deposit and Refund Policy"
- 所有飯店價格只限房價，其他額外費用不包含在房價內，並請遵守各飯店住宿規定。
  The price is for the room rate only, other extra costs is not included. Please follow hotel's
- 因暑假為旅遊旺季，住宿服務請於入住日當天的四個月前以 email 提出申請，恕不接受現場或電話申請。
  Due to July and August is vacation season, please email the hotel booking application 4 months earlier.
- 因房間有限，本校不保證一定會有房間。不便之處，懇請見諒。
  Due to the limit of room, please book the room as early as possible, in case of the room is sold out.
- 代訂飯店服務只開放於本校學生使用。
  Hotel Booking service is for MLC student only.
  代訂飯店服務不提供平日課後和周六日之活動，請自行安排。
  Activities after school and during weekends are not provided. Please have your own arrangement if necessary.

住宿選擇　ACCOMMODATION OPTION

	房型 Room Type	床型 Type of Bed	請「V」選 Please 「V」 the room type
安居台北 **The Corner House**	精緻客房 Superior Room (8ping / 26.44 sqm)	1 大床 1 Queen Size bed Limit of Guest: 2 guests	
	商務客房 Business Room (10 ping / 33.06 sqm)	1 大床 1 Queen Size bed Limit of Guest: 2 guests	
	豪華套房 Deluxe Suite (13 ping / 42.9 sqm)	1 大床 1 King Size bed Limit of Guest: 2 guests	
	豪華套房 Deluxe Suite (13 ping / 42.9 sqm)	2 小床 2 Single Bed Limit of Guest: 2 guests	
	行政套房 Executive Suite (16ping / 52.89 sqm. The suite comprises a king bedroom, separate living room and a self-contained study with couch.)	1 大床 1 King Size bed Limit of Guest: 3 guests	
	安居套房 Resident Suite (18ping / 59.5 sqm, two-bedroom suites)	1 大床 1 King Size bed Limit of Guest: 4 guests	

訂金與取消規定 Booking Deposit and Refund Policy:

● 若校方預定飯店成功，將收取總住宿費用 30%的訂金。

　Once the booking is successful, school will charge 30% of total room rate as booking deposit.

● 入住前 35~28 天取消者，校方將退還 90%訂金。35~28 days prior to arrival, 90% of the deposit will be refunded.

● 入住前 27~21 天取消者，校方將退還 75%訂金。27~21 days prior to arrival is 75% of the deposit will be refunded.

● 入住前 20~14 天取消者，校方將退還 50%訂金。20~14 days prior to arrival is 50% of the deposit will be refunded.

● 入住前 13~7 天取消者，校方將退還 25%訂金。13~7 days prior to arrival is 25% of the deposit will be refunded.

● 入住前 6~1 天取消者，不退訂金。6~1 days prior to arrival, no refund.

注意事項 Notification:

●全館無加床服務. 不佔床 4 歲~未滿 12 歲孩童需加收 NT495 元，超過 12 歲孩童加收 NT660 元。(含早餐/備品費).

Additional extra bed service is not available. Additional NT495 will be charged for co-sleeping children age between ages 4~12 years old. NT$660 will be charged for co-sleeping children age above 12. (breakfast included)

●所有上述費用為房價，不包含電話費，洗衣費...或其他費用。

The price above is for room rate only, does not include telephone fee or any other extra fee may cause during your stay.

住宿選擇　ACCOMMODATION OPTION

	房型 Room Type	床型 Type of Bed	請「V」選 Please 「V」 the room type
福華旅邸 **Howard Serviced Suites**	園景套房 Premium Park Suites (16ping / 52.89 sqm)	1 大床 1 Queen Size bed Limit of Guest: 2 guests	
	雅緻景隅套房 Premium Corner Suite (18ping / 59.5 sqm)	1 大床 1 King Size bed Limit of Guest: 2 guests	
	景隅套房 Corner Suite (18ping / 59.5 sqm)	1 大床 1 King Size bed Limit of Guest: 2 guests	
	行政套房 Executive Suite (30ping / 99.17 sqm)	1 大床 1 King Size bed Limit of Guest: 4 guests	
	長春套房 Garden Suite (16ping / 52.89 sqm)	1 大床 1 King Size bed Limit of Guest: 2 guests	
	雅緻套房 Premium Studio (15ping / 49.59 sqm)	1 大床 1 King Size bed Limit of Guest: 2 guests	
	豪華套房 Deluxe Suite (24ping / 79.34 sqm)	2 大床 2 King Size bed (2 Bedroom) Limit of Guest: 4 guests	

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Once the booking is successful, school will charge 30% of total room rate as booking deposit.

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● 入住前 6~1 天取消者，不退訂金。6~1 days prior to arrival, no refund.

注意事項 Notification:

●全館無加床服務，每增加一位旅客，需加收 NT350 元/人 (含早餐/備品費).　Additional extra bed service is not

available. Additional NT350 will be charged for co-sleeping. (breakfast included)

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telephone fee or any other extra fee may cause during your stay.

住宿選擇　ACCOMMODATION OPTION

	房型 Room Type	床型 Type of Bed	請「V」選 Please 「V」the room type
國際福華文教會館 **Howard Civil Service** **International House**	豪華雙人房 Semi-Suite (11 ping / 36.36 sqm)	一大床 Double Bed Limit of Guest: 2 guests	
	豪華雙人房 Semi-Suite (11 ping / 36.36 sqm)	兩小床 Two Single Bed Limit of Guest: 2 guests	

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注意事項 Notification:

●加床服務：加床服務酌收 NT$900（含早餐）Extra bed service：Additional bed for NT$900 (breakfast included).

●若其他共睡旅客須使用飯店早餐，餐廳會額外加收 NT110~NT275 台幣的費用。Additional NT$110~NT275 will be charged for co-sleeping guest breakfast

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