

温州肯恩大学校外住宿申请审批表

姓名		学号		专业	
年级		原寝室		本人电话	
申请校外住宿理由	请填写详细情况，相关证明可直接在 once 相应板块上传提交				
申请校外住宿时间	年 月 日至 年 月 日 申请时长选择一学年或半学年（根据 once 设定的时间选择）				
计划校外住宿地点	（请如实填写，未确定可填“待定”或大概计划）（请勿在审批通过前自行租房）				
校外住宿学生承诺	若同意我的走读外住申请，我将一定遵纪守法，不做有损学校声誉的事。在走读外住期间，我的人身和财物安全上出现的一切问题均由我自己负全部责任。 学生签名： 年 月 日				
家长意见 (外地生须有传真或信函附后)	我们已了解学校相关规定，现本人同意_____（学生姓名）到校外居住，并保证督促其遵守学校的各项规章制度，在走读外住期间发生的人身和财物安全事故概由我们自己承担全部后果，与学校无涉。 家长联系电话： 家长签名： 年 月 日				
校外住宿审批委员会意见	年 月 日				

最终决定权归校外住宿审批委员会所有。
学校保留将校外住宿审批委员会的意见通知家长的权利。

温州肯恩大学校外住宿审批委员会制

温州肯恩大学校外住宿告知书

校外住宿是学生在校期间的个人选择，学校尊重这一选择。然而，选择校外住宿，意味着学生将生活在学校直接管理的校园范围之外。在此期间，学生的安全管理和日常生活由学生本人及家长共同负责。学校将提供必要的支持，当学生发生危及生命财产安全的紧急情况（如自伤伤人倾向、突发疾病、意识不清、行为失控、需要配合执法或急救等）时，学校将根据本告知书第四条采取相应措施。

请学生及家长仔细阅读后填写并签署。

一、学校职责

1. 审批：学校根据学生提交的材料审核是否批准校外住宿。
2. 走访：学校安排老师不定期进行安全走访。
3. 信息告知：学校向学生提供校内外支持资源清单（见附件）。
4. 应急协调：紧急情况下，学校依据本告知书第四条的备用方案予以协助。
5. 违规处理及管理措施（详见本告知书第五条）。

二、学生职责

1. 做自己的第一责任人：本人对校外期间的人身、财产及身心健康负全部责任。
2. 主动求助：本人了解校内外资源，遇到困难或紧急情况，会主动向家长、校内外资源求助。
3. 通讯畅通：本人手机保持畅通，联系方式或住址变更在 48 小时内通知学校。
4. 配合管理：配合学校的走访和联系工作。
5. 紧急情况处理知情同意：本人理解并接受，若出现紧急情况，家长有责任及时处理。若家长无法及时赶到或联系不上，学校将依据本告知书第四条的备用方案予以协助。。

三、家长职责

1. 知情同意：本人已知悉子女申请校外住宿。
2. 通讯畅通：本人保持手机畅通，联系方式变更在 48 小时内通知学校。
3. 紧急情况处理：若子女发生紧急情况（如自伤伤人倾向、突发疾病、意识不清、行为失控、需要配合执法或急救等），本人将负责及时处理与干预。
4. 紧急情况协助授权知情同意：本人理解并接受，若本人无法及时赶到或暂时无法取得联系，学校将依据本告知书第四条的备用方案予以协助。
5. 陪读要求：因身心原因申请校外住宿的，家长必须全程陪读。

四、备用方案

备用方案是指，在学生发生危及生命财产安全的紧急情况（如自伤伤人倾向、突发疾病、意识不清、行为失控、需要配合执法或急救等）时，学校将根据以下不同情况采取相应措施：

1. 学生发生紧急情况，家长能及时赶到并处理时，学校立即联系家长，告知情况，配合家长处置。事后家长需予以重视并协助解决后续问题。
2. 学生发生紧急情况，家长无法及时赶到或联系不上时，学校立即拨打 110、120 或 119 等紧急求助电话，配合警方或急救人员现场处置，事后告知家长。
3. 学生发生紧急情况，家长已知情但未能及时处理时，学校会继续与家长沟通。若涉及生命财产安全，学校将配合警方或急救人员进行处理。如家长持续不履行责任，学校将重新评估学生校外住宿的适应性并根据管理规定采取措施。

4. 因身心原因发生紧急情况的学生，如需继续校外住宿，须经过正规医疗评估，评估其当前状态适合独立居住并根据医嘱进行治疗或调整。

五、违规处理及管理措施

若学生在校外住宿期间出现以下情形，学校将视情节轻重，给予相应纪律处分，或立即取消其校外住宿资格，要求其限期搬回校内宿舍：

1. 提供虚假信息 and 材料：在申请过程中伪造家长签名、委托他人冒充家长、私刻印章、提供虚假医疗证明等材料的；
2. 未履行家长校外陪读承诺：因身心原因申请校外住宿，且提供了家长陪读承诺书，但实际家长并未陪读的；
3. 无故失联：无故不接听辅导员、家长电话，不配合学校掌握当前安全情况，造成安全隐患的；
4. 从事危险及违法活动：在校外住宿期间，从事赌博、酗酒、滋事、非法 ZJ 活动等；
5. 违背安全原则的留宿：将校外人员带入租住地留宿并引发治安事件的；
6. 严重影响学业：因校外居住沉迷网络游戏、生活散漫等原因，导致旷课、挂科，引发学业预警的；
7. 信息变更未报备：更换住址或联系方式后，未在 3 天内及时向学校报备的；
8. 安全及扰民情况：经学校家访发现租住地存在重大安全隐患且拒不整改的，被社区及邻居投诉扰民的。

六、签署确认

本人已仔细阅读并理解本告知书全部内容，确认所填信息真实有效，承诺遵守各项约定。

学生签名：_____ 日期：_____ 本人联系电话：_____

本人已仔细阅读并理解本告知书全部内容，确认所填信息真实有效，承诺遵守各项约定，授权在紧急情况下启用备用方案协助处理。

家长签名：_____ 日期：_____ 家长联系电话：_____

附件：校内外支持资源清单

校内资源：

学术支持中心		sassc@wku.edu.cn	
职业发展中心		https://career.wku.edu.cn/	
住宿生活中心	55870128	融合服务办公室	55870526
学生一站式服务中心	55870160	奖助贷办公室	55870143
医务中心	55870120	行为规范办公室	55870133
紧急电话	55870110	校警驿站	温肯楼 B 一楼大厅
心理中心	55870127	心理中心 QQ:	1913166157

校外资源

温州医学院附属第一医院	0577-88822981	新院区：温州市瓯海区上蔡村南 旧院区：温州市鹿城区府学巷 2 号
温州市医科大学附属康宁医院	4000002120	温州市黄龙住宅区盛锦路 1 号
温州市第七人民医院	0577-88414131	温州市西山东路 552 号
辖区派出所	/	丽岙派出所

ENGLISH VERSION FOR INTERNATIONAL STUDENT

英文版本国际生适用

Wenzhou-Kean University Off-Campus Accommodation Application Form

Name		Student ID No.		Major	
Grade		Room		Cellphone	
Reasons for off-campus accommodation	Relevant proofs are required.				
Duration	From (day/month/year) to (day/month/year)				
Off-campus living address					
Commitment	I will abide by the law and do not damage the reputation of Wenzhou-Kean University. During the off-campus accommodation, I will take fully responsibilities for all my personal and property safety. Signature: _____ Date: _____				
Parents' opinion	We have understood the relevant regulations of the University and hereby agree _____ (Name of student) off-campus living. We hereby urge him to abide by the rules and regulations of the university. We are responsible for all the consequences of personal and property safety accidents happened during the off-campus accommodation. Parent's contact number: _____ Parent's Signature: _____ Date: _____				
Off-campus Accommodation Approval Committee	Date: _____				

Off-campus Accommodation Approval Committee

Wenzhou-Kean University

Wenzhou-Kean University Off-Campus Accommodation Notification

Off-campus housing is a personal choice made by students during their period of study at the University, and the University respects such choice. However, choosing to live off campus means that the student will reside outside the area directly managed by the University. During this period, the student and the parent(s)/guardian(s) shall jointly assume responsibility for the student's safety, daily life, and personal well-being.

The University will provide necessary support and assistance within its scope of responsibility. In the event of emergencies involving threats to personal safety or property (including but not limited to self-harm or violent tendencies, sudden illness, loss of consciousness, emotional or behavioral instability, situations requiring law enforcement assistance, or emergency medical intervention), the University may take corresponding measures in accordance with Section IV of this Notice.

Students and parents/guardians are requested to read this Notice carefully, complete the required information, and sign below.

I. University Responsibilities

1. **Application Review:** The University shall review the materials submitted by the student and determine whether to approve the off-campus housing application.
2. **Visits and Check-ins:** The University may arrange periodic safety visits or check-ins conducted by designated staff members.
3. **Information Support:** The University shall provide students with a list of on-campus and off-campus support resources (see Appendix).
4. **Emergency Coordination:** In emergency situations, the University may provide assistance in accordance with the emergency response procedures outlined in Section IV of this Notice.
5. **Disciplinary and Administrative Measures:** The University may impose disciplinary or administrative measures in accordance with Section V of this Notice.

II. Student Responsibilities

1. **Self-Responsibility:** The student shall assume responsibility for personal safety, property security, and physical and mental well-being during the period of off-campus residence.
2. **Seeking Assistance:** The student understands available on-campus and off-campus support resources and agrees to actively seek help from parents/guardians or relevant support services when difficulties or emergencies arise.
3. **Maintaining Communication:** The student shall keep their mobile phone accessible at all times and notify the University within 48 hours of any change in contact information or residential address.
4. **Cooperation with University Management:** The student agrees to cooperate with University visits, communication, and related management procedures.
5. **Acknowledgment of Emergency Procedures:** The student understands and accepts that parents/guardians are responsible for handling emergencies in a timely manner. If the

parent/guardian cannot be reached or is unable to arrive promptly, the University may provide assistance in accordance with Section IV of this Notice.

III. Parent/Guardian Responsibilities

1. **Acknowledgment and Consent:** The parent/guardian acknowledges and consents to the student's application for off-campus housing.
2. **Maintaining Communication:** The parent/guardian shall keep their phone accessible and notify the University within 48 hours of any change in contact information.
3. **Emergency Response Responsibility:** In the event of an emergency involving the student (including but not limited to self-harm or violent tendencies, sudden illness, loss of consciousness, emotional or behavioral instability, situations requiring law enforcement assistance, or emergency medical intervention), the parent/guardian shall be responsible for timely intervention and handling of the situation.
4. **Authorization for Emergency Assistance:** The parent/guardian understands and accepts that if they are temporarily unreachable or unable to arrive at the scene in a timely manner, the University may provide necessary assistance in accordance with Section IV of this Notice.
5. **Parental Accompaniment Requirement:** Students applying for off-campus housing due to physical or psychological reasons must be accompanied by a parent/guardian throughout the off-campus residence period.

IV. Emergency Assistance Procedures

In the event that a student experiences an emergency involving threats to personal safety or property during the off-campus residence period (including but not limited to self-harm or violent tendencies, sudden illness, loss of consciousness, emotional or behavioral instability, situations requiring law enforcement assistance, or emergency medical intervention), the University may take necessary assistance measures according to the circumstances:

1. If the parent/guardian is able to arrive promptly and handle the situation, the University shall contact the parent/guardian immediately, explain the situation, and assist with subsequent handling procedures.
2. If the parent/guardian cannot be reached or is temporarily unable to arrive promptly, the University may contact public security authorities, emergency medical services, or other relevant agencies for emergency assistance, and shall inform the parent/guardian afterward.
3. If the parent/guardian has been informed of the situation but fails to fulfill their responsibilities in a timely manner, the University may continue communication with the parent/guardian and provide necessary assistance based on the actual level of risk. In situations involving significant safety concerns, the University reserves the right to reassess the student's suitability for continued off-campus housing and take corresponding administrative measures.

4. Students who applied for off-campus housing due to physical or psychological reasons and who experience related emergencies must undergo evaluation by a qualified medical institution before continuing off-campus residence. Follow-up treatment, intervention, or management shall be conducted in accordance with professional medical recommendations.

V. Violations and Administrative Measures

If any of the following circumstances occur during the off-campus residence period, the University may impose disciplinary actions depending on the severity of the case, or immediately revoke the student's off-campus housing eligibility and require the student to return to on-campus housing within a specified period:

1. **Submission of False Information or Documents:** Forging parent/guardian signatures, impersonating parents/guardians, falsifying seals, submitting fraudulent medical certificates, or providing other false materials during the application process.
2. **Failure to Fulfill the Parental Accompaniment Commitment:** Students who applied for off-campus housing due to physical or psychological reasons and submitted a parental accompaniment commitment letter, but whose parent/guardian does not actually accompany them.
3. **Loss of Contact Without Justification:** Failing to respond to communications from counselors or parents/guardians without valid reason, refusing to cooperate with the University in confirming safety status, thereby creating potential safety risks.
4. **Engagement in Dangerous or Illegal Activities:** Participating in gambling, excessive alcohol consumption, disturbances, illegal religious activities, or other unlawful conduct during the off-campus residence period.
5. **Unsafe Overnight Accommodation Practices:** Allowing unauthorized individuals to stay overnight at the residence and causing public security incidents.
6. **Serious Academic Impact:** Excessive gaming, chronic absenteeism, poor self-management, or other behaviors leading to failed courses, academic warnings, or serious academic difficulties.
7. **Failure to Report Changes in Information:** Failing to report changes in residential address or contact information to the University within three days.
8. **Safety Hazards or Public Disturbance:** Refusing to correct major safety hazards identified during University visits or receiving complaints from neighbors or the local community regarding disturbances.

VI. Acknowledgment and Signatures

I have carefully read and fully understood all contents of this Notice. I confirm that the information provided is true and valid, and I agree to comply with all related requirements and regulations.

Student Signature: _____

Date: _____

Student Contact Number: _____

I have carefully read and fully understood all contents of this Notice. I confirm that the information provided is true and valid, agree to comply with all related requirements and regulations, and authorize the University to implement the emergency assistance procedures described in this Notice when necessary.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Contact Number: _____

Appendix: On-Campus and Off-Campus Support Resources

On-Campus Resources

Academic Support Services Center
Email: sassc@wku.edu.cn

Career Development Center
<https://career.wku.edu.cn/>

Residence Life and Housing Center
Tel: 55870128

The Office of Accessibility Services
Tel: 55870526

Student One-Stop Service Center
Tel: 55870160

Financial Aid Office
Tel: 55870143

Health Service Center
Tel: 55870120

Student Conduct Office
Tel: 55870133

Emergency Hotline

Tel: 55870110

Campus Police Station

Location: 1st Floor Lobby, Building B, Wenzhou-Kean University

Counseling Center

Tel: 55870127

Counseling Center QQ

1913166157

Off-Campus Resources

The First Affiliated Hospital of Wenzhou Medical University

Tel: 0577-88822981

New Campus Address: South Shangcai Village, Ouhai District, Wenzhou

Old Campus Address: No. 2 Fuxue Lane, Lucheng District, Wenzhou

Kangning Hospital Affiliated to Wenzhou Medical University

Tel: 4000002120

Address: No. 1 Shengjin Road, Huanglong Residential Area, Wenzhou

Wenzhou Seventh People's Hospital

Tel: 0577-88414131

Address: No. 552 Xishan East Road, Wenzhou

Local Police Station

Liao Police Station