

## Procedures for Managing Student Vehicles on Campus

Revised and passed at the General Affairs Committee Meeting on November 29, 2010

1. This institution has established these procedures to maintain order and cleanliness on campus and to ensure the safety of pedestrians.
2. The management of vehicles as referred to in these procedures refers to matters related to student cars and motorcycles, vehicle passes, use of parking spaces, and illegal parking.
3. Vehicle pass application and distribution:
  - (1) Students who have had their applications for vehicle passes approved must first go to the Bursar Section (the General Affairs Section on Taoyuan Campus) and pay the parking fee. Applicants then take the receipt and register their student ID and driver's license information with the Operations Section to receive their vehicle pass.
  - (2) Vehicle passes will be renewed every academic year. The cost is 4,000 NTD for outdoor car parking (2,000 NTD per semester), and 1,200 NTD for indoor motorcycle parking (600 NTD per semester), and 1,000 NTD for graduating class students (500 NTD per semester).
  - (3) Vehicles used for application for passes are limited to vehicles owned by the applicants, applicants' parents, applicants' spouses.
  - (4) Lost vehicle passes may be replaced. Applicants must submit relevant documentation and a pledge, as well as pay a processing fee (100 NTD for a motorcycle and 200 NTD for a car.)
  - (5) Vehicle passes may not be duplicated. Violators will be punished in accordance with Article 9, Section 23 of Ming Chuan University Merit and Demerit Procedures.
4. The Use of Vehicle Passes:
  - (1) Valid vehicle passes should be placed in the lower left corner of car, truck or van windshields and the front center of motorcycle windshields for proper identification.
  - (2) Vehicles entering campus will be carefully inspected by the campus security personnel. Students who do not have vehicle passes will not be allowed to enter the campus.
  - (3) Vehicle passes cannot be transferred to any other unauthorized person. Any violation will result in the cancellation of the vehicle pass and possible punishment in accordance with Article 9, Section 12 of Ming Chuan University Merit and Demerit Procedures.
  - (4) If the license plate or the registration of vehicles changes, the vehicle pass

should be surrendered by the holder. Vehicle passes may not be transferred to others.

- (5) Vehicles must reduce speed when entering or leaving the university gate.

#### 5. Parking Space Regulations

- (1) Vehicles must be parked in designated places.
- (2) Vehicles must be parked within the lines provided in order to not to disrupt the entry and exit of other vehicles.
- (3) Vehicles may not be parked in places marked for special use, such as in parking spots designated as “school bus” or “guests”.
- (4) Parking in non-designated areas is strictly prohibited to ensure the safety of faculty, staff and students on the university.

#### 6. Parking Violations

- (1) Vehicles parked in unauthorized places or with the vehicle pass improperly placed will be considered to be in violation.
- (2) Owners of vehicles parked on campus without a proper permit will be fined 500 NTD for automobiles and 300 NTD for motorcycles.
- (3) Vehicles with proper vehicle passes violating parking regulations will receive a ticket, have a lock place placed on the vehicle, and the pass holder will be penalized with a fine of 300 NTD. Persons who violate parking regulations twice will have their vehicle passes cancelled.

#### 7. Other Important Matters

- (1) Motorcycle drivers must wear helmets.
- (2) The issue of vehicle passes only grants permission for parking and does not guarantee sufficient parking spaces nor assume any responsibility for loss or damage.
- (3) Students are not permitted to drive cars or motorcycles onto Taipei campus, except for Work-experience Class students who have applied for and received vehicle passes, and who are entering campus within the time slot displayed on the pass. Violators will be punished in accordance with Article 4, Section 5 of Ming Chuan University Merit and Demerit Procedures. Application may be formally made as a special case, in which case the president must give approval for the pass.
- (4) Students who apply for fee refunds with special reasons may receive refunds based on the payment made for that semester. From the day of registration until the sixth week of the semester, the refund will be two thirds of the payment. The refund from the seventh week to the 12<sup>th</sup> week of the semester will be one third of the payment. After the 13<sup>th</sup> week there no refund will be made. Students who apply refunds in the first semester may receive a 100 percent refund for the

second semester.

8. Upon being passed at the General Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.