

Kyung Hee University – Dormitory

1. 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.

Capacity	Total 434 (50% of residents are International Students)
Fee	KRW261,000(per month)
Real estate Holdings	23.8m ²
Facilities	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.) <i>* Cooking is not allowed in Sewha Hall</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 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

(KRW)

Dorm	Extra fee	deposit	Fee (1month)	Fee (Semester)	Total Fees	Maintenance fee
Sewha Hall	Student council fee 10,000	60,000	₩261,000	₩1,044,000	₩1,114,000	N/A

[Note]

– 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 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 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 items.



[Appendix 1]

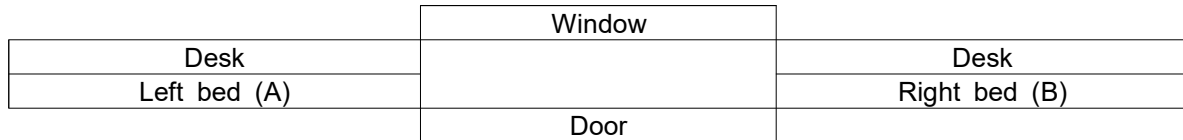
Sewha Hall Guidance Information

Mandatory*Join the official Sewha dormitory website (<http://sewhahall.khu.ac.kr>)*

Request for short-term staying out and staying for vacation are all possible only online.

Request for long-term staying out for more than 3 nights should be notified at the housing office.

- After receiving your key, check if it is A or B. Students that switch keys between each other can be a drawback. (Students with the A key have to use the bed and desk that are on the left side of the room, and students with the B key uses the right side.)



- The following is the time the entrance to the dormitory closes and opens.

	Opening Time	Closing Time
Monday ~ Thursday	05:00	24:00
Friday, Saturday, Sunday, and Public Holidays		01:00

※ The lobby closes at the same time the dormitory door closes

- The following is the Housing Office operation time.

Day	Opening hours	Closing hours	Staff rooms on call	Additional Notes
Monday ~ Friday	09:00	21:00	23:00	The staff on duty is written on the door of the housing office. You can call the staff on duty, in case of an emergency
Saturday, Sunday, and Public Holidays	13:00			

- The following is the fee for each key in case it is lost so be careful

Closet Key	Drawer Key	Entrance Key	Key Tag	Card Key	Blanket	Cleaning
13,000 won	15,000 won	15,000 won	20,000 won	20,000 won	40,000 won	10,000 won

- For internet in the room, use the LAN line located on the wall next to the bed.(It's not wireless.)
- People can't see inside of your room at daytime but they can see at night (windows become like a mirror at daytime, but become transparent at night). So be careful and use the shade.
- Do not stick anything on the wall(glue stick, glass tape, adhesive hangers, etc) to avoid damaging the wallpaper.
- Visitors (only family members) that are planning to visit must fill out the visitors log in sheet in the housing office and must wear a visitor tag.
- For receiving parcels, use the yellow automatic parcel cabinet in front of the janitor's office. If your parcel is too big, or you do not own a korean mobile phone number or kakaotalk account the janitors will receive it on behalf. Sending parcels, are also available at the janitor's office.
- The **study room** for girls is on the 2nd and 3rd floor and the study room for the guys is on the 4th and 5th floor. The Study room is open 24 hours a day. No food is allowed. (Only the 2nd and 4th floor study room allows the use of laptops.)
- Television, portable air conditioner, electronic fans and heating devices are not allowed. Devices that make sounds are not allowed (musical instruments). If you have any musical instrument or hair straightener for your hair you need to sign a consent at the housing office to have it in the room.
- On the wall in each room, located is the **heating machine controller** (white; use in winter) and the **air conditioner** (beige; use in summer).

13. Facilities on the 2nd Basement (Floor B2)

* The B2 facility usage time is from 6:00 AM ~ 11:30 PM * The elevator is the only way to go to B2.

1) Laundry room

- Cost for laundry : 1,000 won per use / for dryer : 500 won per 15 min.

2) Gym & Ping-pong tables

- To use the gym, you must wear sportswear and indoor used sneakers.

14. **To borrow an iron** : go to the housing office or janitors office and fill out the “Iron” file form . It is required to return the iron that day, and you have to sign the form when returning the iron.

To borrow a vacuum cleaner : go to the janitors office and fill out the renting form. After using it, please return directly for the next user. Don't forget to sign the form on returning.

15. When staying out, fill out the “Staying Out Log” on the dormitory homepage. You can write the overnight stay application until midnight. If you don't fill out the form, you will receive penalties for staying out without permission. * If you are staying out for more than 3 nights, write the long-term staying out log at the housing office.

16. After moving in, always keep the room clean and always lock the door when leaving in order to avoid your property being stolen. When moving out of the dormitory, you must clean your room, and then apply for the room check at the housing office.

※ When moving out, if your room is not clean you may have to pay penalties.

17. If you feel any inconvenience while staying in the dormitory, contact the supervisor of the floor.

Floor	Room number	B1(001~009), 1F	Room 108
2F	Room 222	B1(010~019), 3F	Room 322
4F	Room 422	5F	Room 522

18. Here is the number when calling the dormitory from outside

Department	Number	Department	Number
Dormitory ARS	02) 961-9471~4	Housing Office	02) 961-9476
Janitor's Room	02) 961-9478	Housing Office FAX	02) 961-9479

※ It is impossible to call outside with the dorm phone in the room. Only receives calls from outside.

※ The number for contacting a room of a occupant: 02) 961-9471 (ARS) + ○○○ (Room number)

19. The following is the number for contacting people within the dormitory with the dormitory phones.

Department	Number	Additional Notes
Housing Office	603	When calling another occupant of the dormitory just press the room number
Janitor's Room	604~5	

20. The mini store on B2 is open from 08:00 to 21:00 during the semester, and from 09:00 to 21:00 during vacation.

21. If your sink or bathroom drain is clogged, please contact the janitor's office on the first floor.

22. The rooftop is open 9:00 AM ~ 9:00 PM for the students. (Smoking and non-smoking areas are separated.)

23. You can use the common **WI-FI** in the hallways. **ID : KHU WI-FI Guest / PW : vision2020**

24. Please follow the rules of this dormitory. (Please keep in mind the “Dormitory Regulations and Penalty Points”)

Welcome to Sewha Hall ☺



Sehawon Dormitory Regulations

◆ Article 50 of Sanghwalgwan Management Regulations[disciplinary measure]

When you receive more than 5 points, you cannot apply next semester. Also, when you have more than 20 points, you will be asked to leave the dormitory.

Regulation	Penalty
Showing infamous behavior and mal-adjusting to dormitory's social environment	Resignation 20 points
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Boys going into the girls' floors (Same goes for the girls) *completely prohibited	
Drinking alcohol and smoking is not permitted inside the dormitory.	
Illegal staying of Nonregistered 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	
Past the curfew time	
Damaging dormitory notices	
Putting up 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 items because of personal irresponsibility)	
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



Dormitory	Address	Direction
<p>SEHWA Hall (02-961-9475)</p>	<p>서울시 동대문구 경희대로 26 26 Kyungheedae-ro Dongdaemun-gu Seoul, South KOREA</p>	<p>Public Transportation Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. → Get off at "Kyung Hee Middle and Highschool" bus stop</p> <p>Private Vehicle Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University</p>
<p>I-HOUSE II (070-8181-3732)</p>	<p>서울시 동대문구 이문로13길 32 Imun-ro, 13street 32, Dongdaemun-gu, Seoul, South KOREA</p>	<p>Public Transportation Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. Get off at Kyung Hee Middle and Highschool → Go forward for 50m distance(Also I house II is at 20m distance from the rear of Sehawahall Dormitory)</p> <p>Private Vehicle Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University</p>