

# INTERNATIONAL CAMPUS SERVICE INFORMATION FORM

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Department: CDM

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<b>Service</b>	Serviced Apartment Check-Out
<b>Targeted</b>	Teachers and administrative staff
<b>Theme</b>	Apartment Service
<b>Related Regulations</b>	a. <i>Regulations re Staff Apartment Management of ZJU</i> ; b. <i>Regulations re Staff Apartment Management of International Campus, ZJU</i>
<b>Application Documents</b>	NO
<b>Procedure</b>	a. clear all personal belongings; b. call Campus Apartment Center to check out; c. room or suit inspection by apartment staff; d. pay the bill, check out and get the check-out inspection form; e. go to Office of Financial Affairs to get the deposit back with the check-out inspection form
<b>Form Acquisition</b>	NO
<b>Service Place</b>	Campus Service Hub
<b>Service Time</b>	Workday 8:30-12:00 13:00-17:00
<b>Consultation Contact</b>	(0571)0573-87572114
<b>Acceptance Dept.</b>	Campus Service Center
<b>Approval Dept.</b>	Office of Human Resources
<b>Pre-acceptance Dept.</b>	Campus Service Center
<b>Follow-up Dept.</b>	Office of Financial Affairs
<b>Seal Type</b>	NO
<b>Service Response</b>	Prompt
<b>Commitment Time</b>	NO
<b>Rates</b>	NO
<b>Charge Base</b>	NO
<b>Service Type</b>	Public Service
<b>Monitoring Phone</b>	(0571)0573-87572225

<b>Position (or Responsible Personnel)</b>	Wendy Ma
Audit Dept.:	