

POSTECH Graduate Apartment

1. Introduction to the Graduate Apartment

The Graduate Apartment consists of a total of four buildings, each containing 75 units, making a total of 300 units. Each unit has a size of 49.5m² (15 pyeong) and features a basic layout of one bedroom, a living room/kitchen area, a balcony, and a bathroom.

Category	Furnishings
Bldg 1	Sink, built-in washing machine, gas stove 2 beds, 2 mattresses, 1 wardrobe, 1 bookshelf 1 desk/dining table, 2 chairs Refrigerator, air conditioner
Bldg 2	Bed, wardrobe, desk, washing machine, refrigerator, sink Wall-mounted air conditioner, dining table, living room table, living room sofa
Bldg 3	Married Residents: Common items + Queen-size bed Single Residents: Common items + Single bed, desk, bookshelf, drawer, cabinet, chair Common Items: Air conditioner, washing machine, refrigerator, sink, sofa, sofa table, dining table, dining chairs, curtains (bedroom/living room)
Bldg 4	Sink, built-in washing machine, gas stove

2. Eligibility & Application/Assignment

Category	Capacity	Eligibility	Application/Assignment
Bldg 1	2 persons per unit	Registered single graduate students of the university	Continuous application upon vacancy
Bldg 2	Single occupancy	Registered single graduate students of the university	Semester-based recruitment → Lottery selection (Full deposit refund after a minimum of 6 months stay)
Bldg 3	Single occupancy / Married couple units	Registered single/married graduate students of the university	
Bldg 4	Married couple units	Registered married graduate students or other university-approved residents	Assigned in order of application upon vacancy

* Married graduate students with special circumstances (e.g., disabled family members residing for more than six months) may receive exceptions.

3. Required Documents

- Building 1, 2, 3 (Single students): Application form, Agreement form
- Building 3/4 (Married students): Application form, Agreement form, Proof of marriage (Marriage certificate or Family relation certificate)

4. Duration of Stay

Program	Master's	Ph.D.	Integrated
Maximum Duration	6 semesters	12 semesters	14 semesters

* Extensions require approval from the dormitory director. (Based on registered semesters, excluding leave of absence periods)

5. Fees

Rent & Deposit Details

Category	Capacity	Monthly Rent	Deposit	Notes
Bldg 1	2 persons per unit	KRW 186,000/person	KRW 250,000	Utility fees calculated separately (electricity, gas, heating, hot water, water, sewage based on actual usage; pest control and hallway cleaning costs shared)
Bldg 2	Single occupancy	KRW 467,000/person	KRW 900,000	
Bldg 3	Single occupancy / Married couple units	KRW 467,000/person	KRW 900,000	
Bldg 4	Married couple units	KRW 186,000/person	KRW 450,000	
	Others (Researchers, etc.)	KRW 389,000/person		-

* Rent is subject to change based on university housing policy.

Rent Payment & Deposit Refund

Payment methods:

- Salary deduction: Automatically deducted from assistantship scholarships (on the 25th of each month). Not applicable to students receiving scholarships other than assistantships.
- Individual payment: Invoice sent via email, payment required monthly.
- Bank Account for payment: Woori Bank, 1005-401-1310101 (Account Holder: POSTECH)

Utility Bill Reading Dates:

- Electricity, gas, hot water, water supply, and sewage: The Housing Services Office will conduct meter readings on the 22nd of each month.
- Heating: Residents must enter their heating meter readings via the designated Google Form on the 22nd of each month. (Google Form QR code location: Next to the elevator door on the 1st floor of each building.)
- Residents who moved out in the previous month: Utility fees will be prorated based on the departure date and must be settled accordingly.

Deposit Refund will be issued after a facility inspection upon resignation if no issues are found.

Refund policy (based on duration of stay):

- Less than 3 months: 50% refund

- Less than 6 months: 75% refund
 - 6 months or more: Full refund
- Payment account: Woori Bank, 1005-101-136460 (Account holder: POSTECH)
Refund account: The university-registered account of the individual

6. Resident Regulations

Failure to comply with the regulations or failure to pay rent will result in eviction.

Usage & Fees

- Residents with two months of unpaid rent will be automatically evicted.
- If rent is continuously unpaid after three or four reminders, restricted access may be applied from 1.5 months of non-payment.
- Building 1 residents must find a new roommate within one month if their current roommate moves out; otherwise, they must pay single-occupancy rent. If they continue as a single occupant for more than two months, they will be evicted.
- Residents of Building 2 and 3 may stay for a maximum of two years + one-year extension (total three years).

Living Regulations

- Residents cannot change their assigned building/room arbitrarily.
- Residents must follow university regulations and student dormitory rules.
 - Gambling, loud noise, private tutoring, pet ownership, and commercial activities are prohibited and may result in eviction.
- **Subleasing or cohabiting with external individuals is strictly prohibited**, especially for single students.
- Regular inspections (pest control, fire safety, etc.) will be conducted. If residents are absent, the master key will be used.
- Garbage must be disposed of in designated bags, and food waste must be disposed of using a T-money card at the designated facility.
- Large waste items must have a **disposal sticker** purchased and placed at the designated area behind Building 18.

Failure to use designated disposal methods will result in:

1. A fine ranging from KRW 100,000 to KRW 1,000,000 (Waste Management Ordinance Article 30).
 2. Eviction for residents reported to relevant authorities.
- Residents causing accidents due to negligence (fire, etc.), criminal activities, or disturbances will be evicted.
 - Residents are responsible for cleaning their unit and must remove personal belongings upon moving out.

Facility Regulations

- Residents must not damage the building's appearance. Any damage due to negligence must be restored or compensated by the resident.
- Basic facilities and attachments (including locks) must not be removed, relocated, or altered.
- Maintenance requests can be submitted via **POVIS → Request/Apply → Facility Report**

→ **Facility Repair Application.**

- **Fire detectors must not be removed** when wallpapering, as this may trigger emergency alarms.
- Use of **LPG/LNG heaters** is strictly prohibited and will result in eviction.

7. Moving Out

Residents must vacate their units within **10 days** if they violate regulations, take a leave of absence, withdraw, or graduate.

- Residents must notify the dormitory office **at least 10 days before moving out.**
- **Rent Settlement & Payment:**
 - Fill out the **Graduate Apartment Clearance Form** (Visit dormitory office).
 - Settlement account: Woori Bank, 1005-401-131011 (Account Holder: POSTECH)
 - **Deposit cannot be used to offset final rent payments.**
- **Final Inspection:**
 - On move-out day, residents must undergo an apartment inspection by the dormitory supervisor.
 - Any damages must be restored or will be deducted from the deposit.
- The deposit will be refunded to the registered university account within **seven days** after moving out.
- When inspecting the apartment, the resident must restore any damaged facilities or furnishings. Restoration costs can be deducted from the security deposit.

8. Heating Metering Guidelines

Heating Meter Locations

- Building 1 & 4: Bottom of the cabinet next to the bathroom
- Building 2: Under the kitchen sink cabinet
- Building 3: Hallway pump room (residents do not need to record readings)

Heating Meter Reading

	<ul style="list-style-type: none">• Please record the reading from the heating energy meter up to three decimal places on the metering sheet attached to the side of the entrance door on the 22nd of each month.• The red-bordered section on the display indicates the decimal values.• If the display does not show any numbers, the battery is likely depleted. In this case, you must report the issue directly via the "Facilities/Maintenance (Plumbing/Sanitation)" section in POVIS.
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Heating Valve Adjustment Guide

<p>[Building 1] Valve Position Open: When the pipe and handle are perpendicular (\perp). Closed: When the pipe and handle are parallel (\parallel). Valve Types Cold Water Supply Valve: Marked with a blue circle. Return Water Valve: Marked with a red circle.</p>	
<p>[Building 2] Valve Position Open: When the pipe and handle are perpendicular (\perp). Closed: When the pipe and handle are parallel (\parallel). Valve Types Cold Water Supply Valve: Marked with a blue circle.</p>	
<p>[Building 3] Valve Position Open: When the pipe and handle are perpendicular (\perp). Closed: When the pipe and handle are parallel (\parallel). Valve Types Cold Water Supply Valve: Marked with a blue circle. Return Water Valve: Marked with a red circle. Distributor Valve: Marked with a black circle. Valve Locations Left two valves: Control heating for the living room.</p>	
<p>[Building 4] Valve Position Open: When the pipe and handle are perpendicular (\perp). Closed: When the pipe and handle are parallel (\parallel). Valve Types Cold Water Supply Valve: Marked with a blue circle. Return Water Valve: Marked with a red circle.</p>	