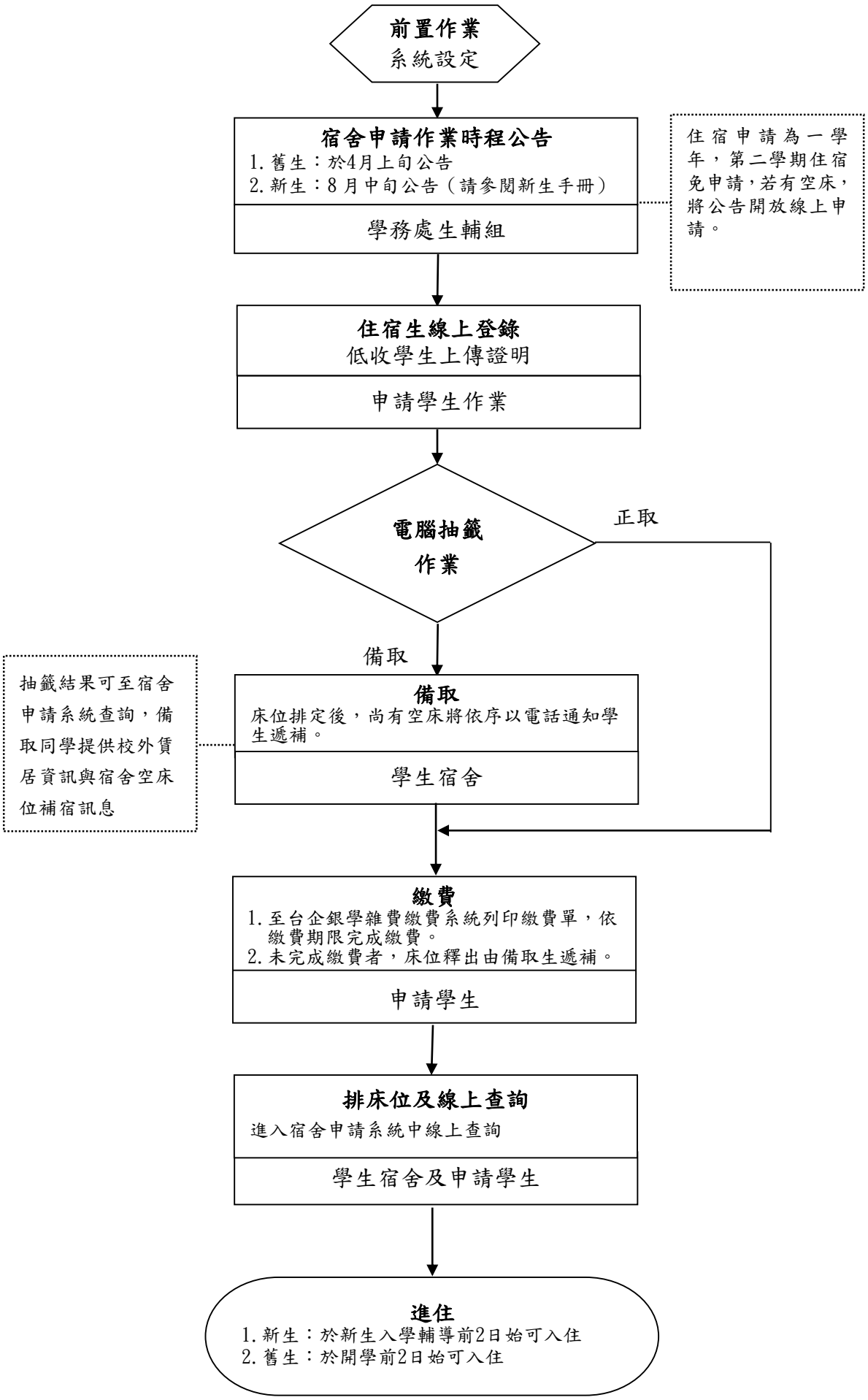正修科技大學學生宿舍申請作業流程