

Please return to the Hostel Information Counter on or before 30 January 2015 (Friday).

To: Wardens,
Kuo Mou Hall / Student Hostel II*

Dear Wardens,

Re: Staying in Hostel during Lunar New Year Holiday

I wish to stay in the hostel during the Lunar New Year holidays from 18 February (Wednesday) to 23 February 2015 (Monday) when the hostel will be closed as announced. I note and agree to comply with the following instructions:

1. **No services will be provided by the hostel during the period.**
2. **Unauthorized persons, residents, or visitors, whether they are accompanied by me or not, are not allowed to enter the hostel at any time throughout the period.**
3. **All hostel rules and regulations are to be observed.**
4. **The main entrance and all emergency exits must be securely locked after me.**
5. **The code of the electronic door lock should be kept strictly confidential and used by me only.**

Name (in block letters): _____

Name (in Chinese) _____ Student ID No.: _____

Room No. & Hostel: _____ Mobile No.: _____

Email Address: _____

Signature: _____ Date: _____

Note: It is a criminal offence to possess fire cracker and/or firework.

** Delete as appropriate*