



**The Chinese University of Hong Kong**  
**Shaw College Student Hostels**  
**Check-Out Arrangement for the First Term of 2015/16**

Residents who would like to check out by the end of the first term should fill out an application form **on or before 2<sup>nd</sup> December 2015 (Wednesday)**. Outgoing residents are required to check-out in person at the information counters (KMH G01/ SHII 518) during office hours **before 29<sup>th</sup> December 2015 (Tuesday) noon**.

Office hours:

Monday to Friday

9:00 a.m. - 4:00 p.m.

Saturday

9:00 a.m. - 12:00 noon

Sunday and Public Holidays

Closed

**A. Check-out Procedures**

1. Remove all personal belongings e.g. clothes, books, posters, etc. and tidy up the room before you check out.
2. Clean the space thoroughly and restore the furnishing inside the room.
3. Return the room key and desk key together with a copy of the front page of the personal bank account passbook and the completed check-out form to the information counters (KMH G01/ SHII 518). Hostel deposit will be refunded to your saving account in local Bank only. **Incoming exchange students will get back their deposit via the Office of Academic Links.**
4. When checking out, hostel staff will go and inspect your room. Should there be any damage or loss, the charge incurred will be deducted from your hostel deposit as penalty. **For those who have not checked out before noon on 29 December 2015, their personal belongings will be disposed of and the hostel deposit will not be refunded.**

**B. Luggage Storage**

Due to limited storage space, local students should move out all their personal belongings. **Non-local students could store up to two pieces of luggage with size under 1 x 3 x 3 feet.** Luggage should be collected within the check-in period of next academic year, or it will be discarded. Personal items must be packed inside luggage box or bag. The College is not liable for any loss or damage.

If you need to stay in the hostel after the check-out date due to flight arrangement or other very special reasons, please write to the Wardens and submit the relevant supporting documents to KMH G01 or SHII 518 on or before 2<sup>nd</sup> December. Residents who have been approved to extend their stay will be charged at **HK\$60 per day**. However, those residents who fail to apply for an extension will be required to move out before 29<sup>th</sup> December 2015 noon, or they will be penalized according to the hostel regulations and their hostel deposit will not be refunded.

Student Hostel Management Committee

26 November 2015