The Chinese University of Hong Kong
Shaw College Student Hostels
Check-Out Arrangement for the First Term of 2019/20

Residents who would like to check out by the end of the 1st term should *submit the "Hostel Withdrawal Form" to the information counter **by 6 December 2019 (Friday).** Outgoing residents are required to check-out in person at the information counters during office hours **by 27 December 2019 (Friday) 12:00 noon**.

Office hours of information counters:

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. Before check-out, residents should remove all personal belongings in the room or storage (i.e. wardrobes, bookshelf, drawers, etc.), clean and tidy up the space thoroughly and **restore the room to original condition**.

2. During check-out, residents should **return the keys** (including room keys and drawer keys (if applicable)) to hostel staff. Hostel staff will inspect the rooms. Should there be any damaged or lost hostel items, the charge incurred will be deducted from the hostel deposit as penalty.

3. After room inspection, in order to confirm the check-out and arrange deposit refund, **residents MUST return the below documents to the information counters**:

   * "Confirmation of Room Inspection" (a slip provided by hostel staff after room inspection)

   * a copy of the first page of the passbook (from personal savings account of local banks) or the debit card, which clearly show the resident's personal savings account number

   *Remarks:
   - The above documents MUST BE returned to the information counters for confirming check-out. Otherwise, deposit refund cannot be arranged.

   - A resident may authorize his/her agent to perform check-out for him/her. The agent is required to produce the resident's **Student ID copy and signed authorization letter** (in which **the name and Student ID of both the resident and the agent** should be clearly stated).

   - Hostel deposit will be refunded to **saving accounts in local banks** ONLY. Other non-local bank accounts are not applicable. **The bank holder MUST BE the resident himself/herself.**

   - **Incoming exchange students** are **not required** to submit the "Hostel Withdraw Form", and **not required** to submit copies of passbooks or debit cards, but **required** to go to information counters for confirming their check-out. Their hostel deposit will be refunded via the Office of Academic Links.

B. Luggage Storage

Due to limited storage space:

- **Local students** should move out all their personal belongings from the hostels
- **Non-local students who will go on exchange programs in the second term of 2019/20 may store up to two pieces of** luggage (with size under 1 x 3 x 3 feet). Their luggage must be reclaimed within the check-in period of next academic year (i.e. 2020/21).
- **Incoming exchange students may store up to two pieces of luggage** (with size under 1 x 3 x 3 feet). Their luggage must be reclaimed **within one week** after check-out.
- **Luggage which is not reclaimed within the above-mentioned period will be discarded**. Personal items must be well packed inside suitcases or luggage bags. The College is not liable for any loss or damage.

All check-outs MUST BE performed by 27 December (Friday) <u>12:00 noon</u>. For outgoing residents who do not check out by the stupilated deadline, their personal belongings will be disposed of and the hostel deposit will not be refunded.

If a outgoing resident need to stay in the hostel after the check-out date due to **very special reasons**, he/she should submit "Hostel Extension form" & relevant supporting documents to the information counters for the Wardens' approval **by 7 December**. **Residents who have been approved to extend their stay will be charged at HK$67 per day.** However, residents who are not approved for extension will be required to check out by the stipulated deadline.

Student Hostels, Shaw College
28 October 2019