



The Chinese University of Hong Kong
Shaw College Student Hostels
Check-Out Arrangement for the 2nd Term of 2016/2017

The final check-out date of Hostel Residence 2016/2017 is **22 May 2017 (Monday), 12 noon**. *All residents **MUST** perform check-out procedures in person at the hostel information counters (KMH: G01 / SHII: High Block 518) and leave the hostel during office hours by the final check-out date.

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. 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) 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.
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 bank passbook** 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 names and Student IDs of both the resident and the agent should be clearly stated**).
- Hostel deposits will be transferred to personal savings accounts of local banks provided by residents. **Non-local or non-savings bank accounts are not applicable**. **The bank holder MUST BE the resident himself/herself**.
- **Incoming exchange students** are not required to submit copies of passbooks or debit cards, but are still required to go to information counters for confirming their check-out. Their hostel deposits will be refunded via the Office of Academic Links.

- Residents who are offered Period A of Summer Residence are required to stay in their original hostel places on 22 May, and perform check-in and check-out procedures on 23 May for moving to the room for Summer Residence.

B. Luggage Storage

Residents who are offered hostel places in Summer Residence (Period B or C) or Hostel Residence 2017/2018 may store their luggage in the hostel and registration for luggage storage is required during check-out. Due to limited storage space, please note the below limitations:

- The size of each piece of luggage MUST be under 1 x 3 x 3 feet
- **Local students** may store one piece of luggage only. **Non-local students** may store up to two pieces of luggage
- **Summer Residents** and **Residents of Hostel Residence 2017/2018** **MUST** reclaim their luggage within the respective check-in periods.
- Personal items must be well packed inside suitcases or luggage bags, but **valuable belongings should not be included**. The College is not liable for any loss or damage. **Luggage will be discarded if they are not reclaimed within the above-mentioned periods.**

All check-out procedures MUST BE completed by 22 May, 12:00 noon. For those who do not perform check-out procedures by the stipulated deadline, their personal belongings will be discarded and the hostel deposit will not be refunded.

If a resident need to stay in the hostel after the final check-out date due to **very special reasons**, he/she should **apply to the Wardens** and **provide relevant supporting documents by 5 May** (please complete the form at hostel information counters and submit the supporting documents). Residents who are approved to extend their stay (at most for one-week) will be charged at HK\$62 per day. However, residents who are not approved for extension are required to check out by the stipulated deadline.

Student Hostel Management Committee
20 April 2017