The Chinese University of Hong Kong
Shaw College Student Hostels
Check-Out Arrangement for the Second Term of 2017/18

The final check-out date of Hostel Residence 2017/18 is 23 May 2018 (Wednesday), 12 noon. All residents **MUST** perform check-out procedures in person at the hostel information counters and leave the hostel during office hours by the final check-out date. A resident may authorize his/her agent to perform check-out for him/her. The agent is required to provide 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).

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 (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 documents below to the information counters, otherwise, **deposit refund cannot be arranged**:
   - “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:*
- 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.
- Residents who are offered Period A of Summer Residence are required to stay in their original hostel places on 23 May, and perform check-in and check-out procedures on 24 May for moving to the room for Summer Residence.
B. Luggage Storage

Only residents who are offered hostel places in Summer Residence (Period B or C) or Hostel Residence 2018/2019 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 23 May (Wednesday), 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 3 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 extra hostel fee per day, the fee is to be confirmed (the fee for last semester is 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
23 March 2018