NOTICE FROM STUDENT HOSTELS COMMITTEE

Check-out Procedures

The residence period of the student hostels in Chung Chi College ends on May 24, 2016. All residents should finish the following check-out procedures and leave the hostel before 5:00 p.m. on Tuesday, May 24, 2016. If not, the hostel deposit will be forfeited. All mails for individual resident received after the check-out day will be returned to sender in mid September the same year. Residents can check in person at the hostel reception before September 15. Residents are reminded to update their correspondence address accordingly.

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<th>PROCEDURES</th>
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<td>1. Residents should fill in the “Hostel Deposit Refund Form”, which is available at the Committee website (<a href="http://www.cuhk.edu.hk/ccc/hostel">www.cuhk.edu.hk/ccc/hostel</a>) and the hostel reception counter, and return to the hostel attendant together with the original room keys.</td>
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| 2. Time for returning keys: 9:00 a.m. - 12:00 noon  
1:00 p.m. - 6:00 p.m. & 7:00 p.m. – 9:00 p.m. (except May 24)  
Residents of the same room should try to return the keys together. |
| 3. According to Hostel Regulations, when moving out, residents are required to clean their rooms and clear all belongings, and return all the original keys to the Warden or his/her representative. Otherwise, deposits will not be refunded, and future applications for hostel residence may be adversely affected. |
| 4. Residents should hand in the filled Hostel Deposit Refund Form and original room keys to hostel attendant within the above time period. Then, the hostel attendant will check the room with the resident concerned and then fill in the part for hostel attendant use in the form, and inform the resident if the deposit will be forfeited as a result of room condition. If there are queries, residents should approach the respective Warden within two days. In case of dispute, residents may hand in a written appeal to the Student Hostels Committee within seven days after the keys are returned. The Chairman of the Student Hostels Committee will have the final decision. |
| 5. Residents who have been assigned a hostel place in the coming school term may store their clothes and books in the following rooms. However, valuable belongings should not be left there, residents are responsible for any possible damage or loss. Personal belongings should not be placed anywhere else, and if found, they would be treated as trash.  
Hua Lien Tang : Meeting Room, G/F & Study Room, 1/F  
Lee Shu Pui Hall : Meeting Room, 2/F, 3/F, 4/F, 6/F  
Madam Ho Hall : Reading Room, G/F  
PMHC High Block : Meeting Room & Study Room, 1/F  
PMHC Low Block : Side lobby, G/F  
Ming Hua Tang : Study Room, G/F  
Theology Building : Study Room, 2/F  
Wen Chih Tang : Study Room at Roof  
Wen Lin Tang : Study Room, G/F  
Ying Lin Tang : Meeting Room, 1/F |

March 15, 2016
# Chung Chi College Student Hostels Committee
## Hostel Deposit Refund Form

Note: Incomplete form will NOT be processed

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<thead>
<tr>
<th>Hostel</th>
<th>Room</th>
<th>Checkout Date</th>
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**Name:** ____________________________  **Student ID:** ________________________  

**Dept/Yr:** _________________________  **Contact no.:** ________________________

**E-mail Address:** __________________________

Important notes:
1. Normally the deposit will be transferred to the account provided eight weeks after the check out day. Residents should check their own accounts accordingly.
2. Students who do not have the account information are required to provide a stamped envelop with address for the office to send the refund via mail.
3. If there is any dispute on the room condition when the last resident of a room moves out, the Student Hostels Committee reserves the right to forfeit the deposit of the roommate(s) who checked out earlier.

☐ Please transfer the hostel deposit to my saving account (name same as CU Link) below:

- **Bank Name:**
  - □ HSBC
  - □ Hang Seng
  - □ Standard Chartered
  - □ BEA
  - □ Dah Sing
  - □ **BOC (**name of the bank when the account was open____________________)
  - □ Others (**name of the bank____________________)

**Bank code**

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**Account number**

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☐ Please send the cheque to me with the attached stamped envelop with address. I understand that the College will not be responsible for any loss in mailing.

☐ Please tick as appropriate

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<th>負責工友專用 For Use of Hostel Attendants</th>
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- 房間情況（請圈出或填寫有關情況） Room Condition (please circle the appropriate)
  - 電腦光纖插掣：有/無損壞 Computer port: NOT Intact/Intact
  - 牆壁：有/無損壞 Wall condition: Scratched/Good
  - 聰明卡座標標簽：有/無損壞 Smart card terminal labels: NOT Intact/Intact
  - 冷氣電源標簽：有/無損壞 A/C power box labels: NOT Intact/Intact
  - 交回鎖匙: 條 (齊/不齊) No. of original keys received: ___ (all/partial)
  - 私人物件: 已/未全部搬走 Personal belongings: Cleared/NOT Cleared

**Remarks (if any, the hostel deposit will likely be forfeited)**

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**Signature of Hostel Attendant:** __________________________  **Date:** ________________

I understand and agree if the check-out procedures are not completed before the check out day (refer to notice overleaf), the hostel deposit will not be refunded.

Signature: __________________________  **Date:** ________________

December 2015