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.

PROCEDURES

1. Residents should fill in the “Hostel Deposit Refund Form”, which is available at the Committee website (www.cuhk.edu.hk/ccc/hostel) and the hostel reception counter, and return to the hostel attendant together with the original room keys.

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  
(For Exchange Students 交換生專用)

<table>
<thead>
<tr>
<th>Hostel</th>
<th>Room</th>
<th>Checkout Date</th>
</tr>
</thead>
</table>

Name: ______________________________

Dept.: _______________________ Year: ___ Student ID: ____________

### 負責工友專用 For Use of Hostel Attendants

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

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

負責工友簽署 Signature of Hostel Attendant：______________________ 日期 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. Otherwise, the deposit will be refunded via the OAL around 4 to 5 months after the term ends.

Signature: _______________________________  Date: __________________

November 2011