



## NOTICE From Student Hostels Committee

# Check Out Procedures

1. Residents should finish the following check out procedures **before 12:00 noon (Except for Period E)** at the last day of the approved residence period. If not, the hostel deposit will be forfeited. Future hostel application of concerned residents will be affected.
2. If needed, students assigned a hostel place in coming year may contact the hostel attendants of the concerned hostel to check for the possibility for temporary storage of limited luggage before they check out. Since resources varies at different hostels, arrangement may vary across the hostels.
3. Residents should fill in the "Hostel Deposit Refund Form", which is available at the hostel reception counter, and return to the hostel attendant together with the original room keys within the timeframe specified below:

9:00 a.m. - 12:00 noon

1:00 p.m. - 5:00 p.m. (except the last residence day)

Before 9:00 a.m. (Period E)

Residents of the same room should try to return the keys together.

4. Original keys should be returned, and if not, the deposit will be forfeited.
5. According to Hostel Regulations, when moving out, residents are required to clean their rooms and clear all belongings (including clothing, books etc.).
6. Residents should hand in the filled Hostel Deposit Refund Form and original room keys to hostel attendant within the above time period. The hostel attendant will thereupon check the room with the resident concerned and then fill in the part for hostel attendant use in the form, and residents will be informed if they are responsible for any damage or loss or (and) 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.

