



宿舍退宿申請表 Hostel Check-out Form

個人資料 Personal Information

姓名： (中文) (英文) 性別*： 男 Male
Name: (in Chinese) (in English) Sex*: 女 Female

學號： 入學年份： 年級： 課程編號：
Student ID: Admission Year: Year of Study: Prog. Code:

聯絡電話： 電郵：
Contact No.: Email:

住宿資料 Residential Information

房間號碼： 床位位置 (面向窗) Bed Resided 左 Left 擬定退宿日期：
Room No.: (Facing towards window): 右 Right Planned Check-out Date:

退宿原因 (如適用)：
Withdraw Reason(s) (if applicable):

銀行資料 Bank Information (自動轉帳: 信用卡或海外戶口不適用 Auto-pay: Credit Card or Overseas Account NOT accepted)

- NOT applicable to Incoming Exchange students (IASP)
- Please fill the information **IN ENGLISH** clearly
- The refund procedure will be completed around 2-3 months after the check-out day. Please make such the bank account is valid during this period.

Bank Code and Bank Name: 0 0 3 Standard Chartered Bank 0 1 5 Bank of East Asia
(Please as appropriate) 0 0 4 HSBC 0 2 4 Hang Seng Bank
 0 1 2 Bank of China

Account No.:

Name of A/C Holder:

本人已細閱「宿舍退宿須知」，並確定已帶走或已清理退宿之房間內個人物品 (包括垃圾)。
I have read the "Note for Hostel Check-out", and I confirm that my personal belongings (including garbage) at the hostel have been taken away.

申請人簽署 Applicant's Signature

日期 Date

舍監批核 Warden's Approval

批准 Approved 不批准 NOT Approved

備註 Remarks:

舍監簽署 Warden's Signature

日期 Date

書院職員核實 Checked by College Staff

退宿日期及時間：
Check-out Date and Time: 日 DD / 月 MM / 年 YYYY AM PM

歸物物品 Return Items:

房門匙 Room Key
 信箱匙 Mailbox Key
 匙牌 Key Tag
 冷氣遙控器 Air-conditioner Remote

退還款項 Refund Item(s):

按金 Deposit HK\$
 部份宿費 Partial Hostel Fee HK\$

檢查房間記錄 Room Checking:

檢查職員 Checking Staff

入門左邊 Left Side 入門右邊 Right Side
 整潔 Cleaned
(請拍照作記錄 Please take photos for record)
 需付清潔費港幣 300 元 Cleaning Fee HK\$300 applies
 破壞 / 遺失事項 Damage / Lost Item(s):

(1) _____
(2) _____
(3) _____
(4) _____