



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

宿舍房間號碼： 擬定退宿日期： 擬定退宿時間： AM
 Hostel Room No. Planned Check-out Date: Planned Check-out Time: PM

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)

1. NOT applicable to Incoming Exchange students (IASP)
2. Please fill the information **IN ENGLISH** clearly
3. 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 4 HSBC 0 2 4 Hang Seng Bank
 (Please as appropriate) 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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	AM PM	檢查房間記錄 Room Checking:
歸物物品 Return Items:	日 DD /	月 MM /	年 YYYY		檢查職員 Checking Staff
<input type="checkbox"/> 房門匙 Room Key					<input type="checkbox"/> 入門左邊 Left Side <input type="checkbox"/> 入門右邊 Right Side
<input type="checkbox"/> 信箱匙 Mailbox Key					<input type="checkbox"/> 整潔 Cleaned
<input type="checkbox"/> 匙牌 Key Tag					(請拍照作記錄 Please take photos for record)
<input type="checkbox"/> 冷氣遙控器 Air-conditioner Remote					<input type="checkbox"/> 需付清潔費港幣 150 元 Cleaning Fee HK\$150 applies
退還款項 Refund Item(s):					<input type="checkbox"/> 破壞 / 遺失事項 Damage / Lost Item(s):
<input type="checkbox"/> 按金 Deposit				HK\$	
<input type="checkbox"/> 部份宿費 Partial Hostel Fee				HK\$	