

THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Check-out Procedures in Student Halls

1. There are two Mass Check-out Periods in each residential year. One is at the end of Semester I from early December to mid-December and another one is at the end of Semester II from late May to early June.
2. Before moving out from the student hall, a student-resident should complete the following check-out procedures within the opening hours (Monday to Friday, 8:30 a.m. to 5:20 p.m.) of respective Hall Management Office during the designated Mass Check-out Periods in each residential year.
 - (a) A student-resident should pack all his/her personal belongings and tidy up the assigned room/flat before proceeding to the respective Hall Management Office to collect the personal folder.
 - (b) A student-resident should present his/her Student ID card to the hall staff at the respective Hall Management Office during check-out.
 - (c) A student-resident should return to his/her assigned room/flat and wait for duty Hall Attendant for room checking.
 - (d) A student-resident should return the room key, drawer keys and the mailbox key (*1 key for each JCSQ flat*) and any items borrowed from the Hall Management Office to the duty Hall Attendant.
 - (e) A student-resident should sign on the “*Student Hall Registration Form*”(and “*Student Hall Inventory List*” for NH/GH/RBH) for confirmation of termination of residency.
 - (f) A student-resident of JCSQ should submit the “*Charge Clearing Form*” (either in hardcopy or via email) to the Hall Management Office before/during check-out.
 - (g) A student-resident should leave the student hall immediately upon completion of the check-out procedures.
3. A penalty of HK\$50 will be levied on any piece of lost/damaged room and drawer keys (*and mailbox key for NH/GH/RBH*) for individual student-residents and a penalty of HK\$150 will be levied on the loss/damage of the mailbox key for each JCSQ flat. All penalty will be payable via the Octopus Payment Machine (OPM). No cash will be accepted by the Hall Management Office.
5. A student-resident shall pay on demand for any loss or damage to any items in the assigned room/flat and/or borrowed from the Hall Management Office.
6. Any personal property found after the termination of residency will be removed and disposed by the University. The University shall not be liable for any loss of or damage to such property.
7. If a student-resident is not able to complete the check-out procedures in person, he/she may authorize a person to complete the procedures on his/her behalf by presenting the following documents:
 - (a) The photocopy of the student-resident’s Student ID Card; and
 - (b) The authorization letter/email with the full name and Student ID/HKID no. of the authorized person.
8. Any student-residents failing to complete the check-out procedures by the end of the Mass Check-out Periods will be deemed as illegal residents. A penalty of HK\$200 per night will be imposed.