

Regulations Governing the Use of Student Locker (for Tai Po Campus only)

1 Eligibility

- a) EdUHK students who are studying Diploma/Higher Diploma in Early Childhood Education Programme or bachelor degree programmes (or above) may apply for the use of the student locker.
- b) Each student can apply for one locker only. It is not guaranteed that every applicant will be provided with one locker.
- c) Breaching any of the Regulations Governing the Use of Student Locker will result in the termination of users' eligibility and disciplinary action.

2 Responsibility

- a) Students must take full responsibility for their locker and observe the regulations stated in this document.
- b) All lockers are not transferable.
- c) Students are reminded to select a preferred locker location during the online application. Any requests for changing the assigned lockers will normally not be accepted.
- d) Users of lockers should remember the locker number assigned and must use the assigned locker only.

3 Duration

Except for students whose lockers were assigned before September 2022, the assigned locker can be used for up to one year (i.e. in general, from the date of assignment to 30 June of the same academic year). The Student Affairs Office (SAO) may request the users of lockers to remove any items stored in the lockers by a specified date which could be earlier than 30 June; in any such case, prior notice will be given to the users concerned.

4 Storage & Maintenance

- a) No food, perishable, dangerous, or illegal items nor any items that would cause or are likely to lead to a security risk, physical danger or nuisance to the campus environment or members of the University should be stored in the lockers.
- b) No valuables or money should be stored in the lockers.
- c) Locker tops are not for storage. Objects placed on the lockers will be confiscated at any time without notification.
- d) The University will not be responsible for the loss or damage of any items stored inside the lockers.
- e) Users should keep their lockers, both the inside and the surface, clean and tidy.
- f) The lockers are properties of the University. Students are not allowed to make any alterations to the lockers. No stickers or pictures are allowed to adhere to the locker surface.

- g) The University reserves the right to move the lockers to access the wall behind or the floor below for necessary maintenance, and shall in no circumstances be responsible for any loss or damage in connection therewith.

5 Security

- a) Students should use a suitable padlock for the locker and keep it locked at all times to avoid unauthorised use. If a locker is found unlocked, the SAO might lock it up without prior notice.
- b) Students should report any damage to the locker to the SAO immediately and pay for the repair costs if the damage is caused by the students concerned.
- c) The University shall not be liable in any circumstances for any injury, loss or damage caused to persons or items arising out of or in connection with the locker or the use of the locker. Any loss or damage should be reported to the Security Centre or call 2948-8000 immediately.

6 Unauthorised Use

Any unauthorised use of lockers (e.g. using other's locker[s]) is strictly forbidden. Lockers occupied by unauthorised users will be locked by the SAO, and an administration fee of HK\$100 will be levied on unauthorised users to claim the items cleared from the locker. The SAO shall have the authority to open such lockers and dispose of all items found therein at any time without notification and shall in no circumstances be responsible for any loss or damage in connection therewith.

7 Locker Usage Check

The SAO conducts usage checks from time to time to ensure students' proper use of the lockers. Any lockers found not being utilised (e.g. empty or not locked) will be recalled and reassigned to other students in need when necessary.

8 Locker Clearance

- a) All users of lockers have the responsibility to take note of the locker clearance deadline and are required to clear their lockers according to the deadline specified at https://www.eduhk.hk/sao/en/info/student_amenities/locker/clearance_deadline/ as well as emails sent from the SAO before the deadline (whichever is earlier).
- b) After the deadline, the SAO shall have the authority to cut the padlock attached to the uncleared locker, open any uncleared locker and dispose of all items found therein.
- c) To claim the items cleared from the locker and kept by SAO, the student concerned must complete an online form (which can be found at https://www.eduhk.hk/sao/en/info/student_amenities/locker/faqs/) and bank in an administration fee of HK\$100 to the University within the specified notice period. Otherwise, the items found in the locker will be disposed of without further notice.
- d) It is NOT guaranteed that SAO will keep items cleared from the locker. The SAO shall neither be responsible for the safekeeping of any item found in the locker nor be liable for any loss or damage in connection with the locker clearance exercise in any circumstances.
- e) Any student who withdraws his/her study from the University/has successfully applied for deferment of study or his/her study in the University has been terminated must clear his/her locker within seven working days from the date of

withdrawal/termination/deferment. After that period, the SAO shall have the authority to cut the padlock, open the locker and dispose of all items found therein. The SAO shall in no circumstances be responsible for the safekeeping of any item found in the locker or any loss or damage in connection therewith.

- f) The SAO reserves the right to cut the padlock and open any locker in case of emergency or any violation of the above regulations without notifying the user in advance.
- g) In normal circumstances, the SAO staff/helpers will cut the padlock and open a locker in the presence of the security guard/any other authorised staff of the University.

9 The SAO reserves the right to update the Regulations Governing the Use of Student Locker from time to time without prior notice

10 Enquiries: please contact our staff at locker@eduhk.hk.

Student Affairs Office
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