

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

### 1 Eligibility

- 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 student locker on a first-come-first-served basis.
- Each student can apply for one locker only.
- Breaching any of the Regulations on the Use of Student Locker will result in termination of eligibility. An administration fee of HK\$100 will be levied for reapplication of locker services.

### 2 Responsibility

- Students must take full responsibility for his/her locker.
- All lockers are not transferable.
- Students are reminded to select a preferred locker location during the online application process. Change of locker will normally not be accepted.
- It is important that student should remember the locker number assigned and must use the assigned locker only.

### 3 Duration

- The assigned locker can be used from the date of assignation until the end of your course/programme period.
- Should a student request for extension of usage period due to very special reasons e.g. repeating study, being out of town, etc., he/ she should inform the Student Affairs Office (SAO) as soon as possible before the clearance deadline.

### 4 Storage

- No food or goods of a perishable, dangerous or illegal nature may be stored inside the lockers.
- No valuables or money should be stored in the lockers.
- Locker tops are not proper storage space. Objects placed on top of the lockers will be confiscated at any time without notification.

### 5 Maintenance

- Users should keep their lockers, both inside and outside, clean and tidy.
- No stickers or pictures are allowed to be adhered to the locker surface.
- The Estates Office reserves the right to move the lockers in order to access to the wall behind or floor below for necessary maintenance.

### 6 Security

- Students should provide a suitable padlock for his/her locker and keep it locked at all times to avoid unauthorized use. If a locker is found unlocked, the SAO will lock it up.
- Students should report any locker damage to the SAO immediately and pay for the repair cost if the damage is caused by himself/herself.
- The University shall not be liable for any loss or damage caused to person or property arising out of or in connection with the locker or its use. Any loss or damage should be reported to the Security Centre or call 2948 8000 immediately.

### 7 Unauthorized Use

Use of unoccupied or other's locker is strictly forbidden. The SAO shall have the authority to open such lockers and dispose of all properties found therein at any time without notification.

### 8 Locker Usage Check

The SAO conducts two rounds of usage check annually in November and February to ensure proper use. Any lockers found not being utilized will be recalled and reassign to other students in need.

### 9 Locker Clearance

- All students are required to clear the lockers at the end of their course/programme of study in the University. The exact deadline for locker clearance will be announced by the SAO every year.
- Students have the responsibility to take note of the locker clearance date.
- After the deadline, the SAO shall have the authority to open any uncleared locker and dispose all properties found therein. For claiming of properties cleared, student concerned must inform the SAO by completion of an online form and bank-in the penalty of \$100 to the SAO account within one week of the issuance of notice. Otherwise, the properties will be disposed of without further notice. The SAO shall not be responsible for the safekeeping of any item found in the locker nor shall the SAO be liable for any loss or damage in connection therewith.
- Any student who withdraws his/her study from the University or his/her study in the University has been terminated or has successfully applied for deferment of study 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 open the locker and dispose all properties found therein. The SAO shall in no circumstances be responsible neither for the safekeeping of any item found in the locker nor any loss or damage in connection therewith.

**10 SAO reserves the right to update the Regulations on the Use of Student Lockers from time to time without prior notice**

For enquiries, please contact our staff at [locker@eduhk.hk](mailto:locker@eduhk.hk).

Student Affairs Office  
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