香 港 中 文 大 學
崇 基 學 院
CHUNG CHI COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

NOTICE FROM STUDENT HOSTELS COMMITTEE

Check-out Procedures

The residence period of the student hostels in Chung Chi College ends on May 17, 2024.　All residents including special residents should finish the following check-out procedures and leave the hostel **before 5:00 p.m. on Saturday, May 17, 2025.**　If not, the hostel deposit will be forfeited.　All mails for individual resident received after the check-out day will be returned to sender in mid-September the same year.　Residents can check in person at the hostel reception before September 15.　Residents are reminded to update their correspondence address accordingly.

	PROCEDURES
1.	Residents should fill in the "Hostel Deposit Refund Form", which is available at the Committee website (www.cuhk.edu.hk/ccc/hostel) and the hostel reception counter, and return to the hostel attendant together with the original room keys.
2.	Time for returning keys:　9:00 a.m. - 12:00 noon or 1:00 p.m. - 6:00 p.m. & 7:00 p.m. – 9:00 p.m. (All keys must be returned by 5pm on May 17, 2025)
3.	According to Hostel Regulations, when moving out, residents are required to clean their rooms and clear all belongings from the hostel with original room keys being returned. Otherwise, deposits will not be refunded, and future applications for hostel residence may be adversely affected.
4.	Residents should hand in the filled Hostel Deposit Refund Form and original room keys to hostel attendant within the time specified above.　The hostel attendant will thereupon check the room with the resident concerned and then fill in the part for hostel attendant use in the form accordingly, and inform the resident if any repair fee should be charged or the deposit will be forfeited as a result of room condition. If there are queries, residents should approach the respective Warden within two days.　In case of dispute, residents may hand in a written appeal to the Student Hostels Committee within seven days after returning the keys.　The Chairman of the Student Hostels Committee will have the final decision.
5.	Residents who have been assigned a hostel place in the coming school term may store their clothes and books in the following rooms (or other areas decided by Warden accordingly).　However, valuable belongings should not be left there, residents are responsible for any possible damage or loss.　Personal belongings should not be placed anywhere else, and if found, they would be treated as trash, and all the hostel deposit of the concerned resident will be forfeited. Hua Lien Tang : Meeting Room, G/F & Study Room　　Ming Hua Tang : Study Room, G/F Lee Shu Pui Hall : Study Room, G/F　　　　　　　Theology Building : Study Room, 2/F Madam Ho Hall : G02, GO3, GO4 & GO9, G/F　　Wen Chih Tang : Study Room, R/F PMHC High Block : Not Applicable　　　　　　　Wen Lin Tang : Study Room, G/F PMHC Low Block : Study Room, G/F & Store Room, G/F　Ying Lin Tang : Meeting Room, 1/F

Student Hostels Committee, Chung Chi College

March 14, 2025

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NOTICE FROM STUDENT HOSTELS COMMITTEE

Room Checking Before Check Out

According to the Notice to Residents when checking in, when there is any damage found or belongings left in the room upon checking out, the hostel deposit will be forfeited. If the amount is not sufficient for repair, resident will need to pay for the difference.

The Student Hostels Committee decided (in its meeting held on December 1, 2003) that if residents prefer, they may invite the hostel attendants to check their rooms beforehand. If any damage is found*, residents may pay the repair fees as listed below to prevent their deposit ($1,000) from being forfeited. Such room checking will be carried out only before May 10, 2025, one week before the residence period ends.

Stained Mattress	: $900
Each hook left	: $200
Original Keys lost	: @$800 for room door (lock need to be replaced), @$80 for others
Damage to floor tiles	: @$50
Damage to wall	: $200
Damage to furniture	: $200

*If the damage is extraordinarily serious, residents will need to pay for the actual repair fee and all the hostel deposit of the concerned resident will be forfeited.

Chung Chi College Student Hostels Committee

March 14, 2025