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CHUNG CHI COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG



**NOTICE FROM STUDENT HOSTELS COMMITTEE**

# Check Out Procedures

Residents who would like to check out by the end of this term should [inform our Committee by email via CUHK Webmail by \*\*November 30, 2023\*\*](#) and finish the following check out procedures and leave the hostel by **5p.m. of December 31, 2023 (Sun)**. If not, resident will need to pay the hostel fee for the second term. The Committee has also decided that [those who check out by the end of the first term but have not informed the Committee by the designated date will be charged a late inform fee of HK\\$500](#), as the hostel places still reserved for the existing residents and so cannot be effectively utilized. It is hoped that students in need for hostel place can be offered a place earlier and the hostel places made available will not be left unoccupied and wasted.

| PROCEDURES |  |
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| 1.         | Residents should fill in the "Hostel Deposit Refund Form", which is available at the Committee website ( <a href="http://www.cuhk.edu.hk/ccs/hostel">www.cuhk.edu.hk/ccs/hostel</a> ) 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.<br><b>(Keys must be returned by 5pm on December 31, 2023)</b>   |
| 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. Then, the hostel attendant will 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.         | <p>If any damage is found*, residents may pay the repair fees as listed below to prevent their deposit (\$1000) from being forfeited. If the damage is serious, resident will need to pay for the actual repair or replacement fee.</p> <p>Stained or damaged Mattress: @\$900                      Each hook left: @\$200<br/>           Damage to furniture/ wall: \$200                      Damage to floor tiles: @\$50<br/>           Original Keys lost: @\$800 for room door (lock need to be replaced), @\$80 for others</p> <p>*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.</p>                     |



Chung Chi College  
Student Hostels Committee