



Important Notes about Checking Out of Student Hostels (Term 2, 2022-23)

Check-out Deadline

The Second Residential Term of 2022-23 will end **at 3:00 pm on May 20, 2023**. Residents must complete the check-out procedures at their respective hostel counters by that time. **A daily penalty of HK\$500** would be imposed on residents who fail to do so.

Check-out Procedure

1. Please tidy up and remove all your personal belongings from your hostel place. Any unattended/abandoned items will be discarded after May 20, 2023. The College would not be liable for any damage to or loss of such personal property.
2. Residents must check out at their respective hostel counters with the following procedures:
 - i. Please return all the keys they have collected during Check-in;
 - ii. Hostel staff would check the room with you to ensure that the room is cleared of garbages and that there is not any missing or damaged facilities.
3. If a resident loses or damages any facilities/furniture at room, s/he is required to make compensation for replacement. His/her hostel deposit will be deducted accordingly.
 - i. Keys lost: each \$30
 - ii. Other item(s)/equipment(s): Actual amount cost
4. If there are losses or damages to the room that none of the residents declare responsibility for, all residents of the same room will be deemed jointly liable and will share the amount of compensation.
5. If the compensation amount exceeds the hostel deposit of HK\$1,000, the responsible party is required to pay up the outstanding amount.

Refund of Hostel Deposit

1. The deposit would normally be refunded within two months from check-out deadline. The College would refund the full hostel deposit amount of HK\$1,000 if no compensation is payable by the resident.
2. Resident must provide the local bank savings or checking account for refund purposes. The hostel deposit would be transferred to the provided account accordingly.
3. If residents provide invalid bank account information, the hostel deposit would be refunded by local cheque(s).
4. If residents do not have a savings or checking account at local bank(s), they should notify the College by email for issuing cash cheque(s).
5. The College would inform resident by email to collect the cheque at the College Office. Residents must collect and cash the cheque within 6 months or the cheque will be invalidated automatically. If there is a need for the reissuance of a cheque, the resident in concern should notify the College by email. Administrative fees may incur.

For enquiries, please call 3943 1584/ 3943 3740 or email to nahostel@cuhk.edu.hk .

Best regards,
Student Hostel