

**United College  
The Chinese University of Hong Kong**

**Check-out Notice of 2024-2025 Hostel Residence (Term 1)**

**(Only eligible for Term 1 Residents)**

**A. End of Term 1 Residence**

**27 December 2024 (Friday), before 12:00 noon. For late check out, hostel deposits will be forfeited for non-compliance.**

**B. Check-out Lists for Residents**

1. Return a room key to the hostel enquiry counter.
2. Remove all personal belongings including posters or wall-mounted items from the room. Put the garbage in the rubbish bins inside the pantries.
3. Move back all furniture in the room in the original positions.
4. No waste materials should be left in the wardrobe, study desk, food locker or underneath the bed.
5. All window screens should be put back and securely attached to the windows.
6. Clean up the floor of the room.
7. Lock up all windows and the door.
8. Remove name tag from the door.
9. For the refund of hostel deposits, residents should **complete the application form** obtainable from the enquiry counter of their respective hostel.
  - (a) For those who choose auto-pay, please append a copy of your bank card with saving account number to your application.  
*(\* Residents should use their own bank accounts for refund of hostel deposits. Usually, refund will be made by the University Finance Office in around 3 months after check-out.)*
  - (b) For those who choose cheque, please append an envelope with your mailing address and exact stamp fee to your application.

Please return the application form, relevant documents and room key to the hostel counter before leaving. **Late applications will not be entertained.**

**C. Room Inspection & Penalty**

Hostel Staff of the respective hostels will check the cleanliness and any damage of the rooms. Wardens have the right to set the fines depends on the cleanliness and the damage, the fines range from HK\$500 - \$1,000. A warning letter will be issued depends on how serious the situation was and the copy of the letter will be kept in the student personal file which may affect the application for hostel accommodation in the following year.

**D. Removal of Personal Belongings**

Residents must remove all personal belongings from the hostel rooms or other unauthorized areas like common room or corridors upon check-out. **A penalty of HK\$50 per day** will be imposed on any unclaimed belongings which will be subject to **disposal after seven consecutive days.** The College or the hostel is not responsible for any loss or damage. In addition, residents are required to pay the delivery and cleaning expenses incurred.