

Application for Withdrawal from Student Residence

A. Personal Particulars

Name in English									
Student Number								Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Current Hall & Room	Hall _____ Room _____ Bed _____						Contact No.		
Intended check-out date									

B. Reasons for Withdrawal (please (✓) where appropriate):

Study arrangement

(e.g. joining an exchange programme, withdrawal from study, suspension, termination and completion of study)

Family Issue

Financial Difficulty

Flatmate / Roommate Relationship

Surrounding environment of the Student Residence

Others, please specify: _____

C. Your New Residence (please (✓) where appropriate):

Off-campus accommodation in Hong Kong

Back home

Others: _____

D. Undertaking

I shall observe the University's policies on hall charges, which include the following:

For Research Students

a) Hall Fees Collection (Fees & Charges of Postgraduate Hall Clause 4.2)

Hall charges are collected on a monthly basis by debiting from the student's personal bank account.

The last month's hall charges for research students will be calculated as follows: residents have to pay one-half of the monthly charges if they checkout at any time on or before 12 noon on the 16th day of the month, otherwise residents shall pay a full month's hall charge if they check out at any time after 12 noon on the 16th day of the month.

b) Early withdrawal (Fees & Charges of Postgraduate Hall Clause 5)

Once research residents intend to check out earlier than the last date of stay originally approved by SRO, they are required to submit written notification to SRO at least one month before their new intended last date of stay. Sending the required written notification late will result in the payment of a penalty fee up to one month's hall charges.

For Taught Postgraduate Students:

(i) Hall lodging fee is charge on semester basis;

(ii) early withdrawal:

- withdrawal within the 2nd week of the residential year: refund on a pro-rata basis
- withdrawal after the 2nd week of the relevant academic year: no refund

Signature of Applicant

Date