



**City University of Hong Kong  
Student Residence Office**

**Application for Withdrawal from Student Residence of Semester B**

Name : \_\_\_\_\_ Student ID: 

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 Gender:  M /  F  
Contact No.: \_\_\_\_\_ Hall: \_\_\_\_\_ Room: \_\_\_\_\_ Bed: \_\_\_\_\_

**Application procedure:**

Fill all information and return the hardcopy form to SRO counter/security office (after SRO office hours)  
OR email to [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk) on or before **27 Dec 2019, 12 noon.**

**Important notes:**

For Withdrawal form submitted on or before **27 Dec 2019, 12 noon** –

- a) Applicants are required to complete the check-out procedures before **27 Dec 2019, 12 noon;**
- b) The hall lodging fee of Semester B will NOT be charged into your student account;
- c) Bedplace for Residential Year 2019/20 will be forfeited;

**Please tick “✓” your option below –**

**Option 1:** I have been vacated my bedplace.

- You are NOT required to complete the check-out procedures in person as one-off-special arrangement.
- Your record in AIMS will be updated and check-out procedures is completed.

**Option 2:** I will complete the check-out procedures on/before **27 Dec 2019, 12 noon** in person.

- Penalty charges will be levied for late check-out/ improper check-out.

**I have read and hereby agreed to accept and comply with the aforementioned Terms.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Personal Information Collection Statement**

1. The personal data collected in this application form will be used by Student Residence Office to process Withdrawal of Student Residence. All personal data on the application form are regarded as mandatory for the aforementioned purposes.
2. You have the right to request access to and correction of information under the Personal Data (Privacy) Ordinance.