

The Hang Seng University of Hong Kong
Jockey Club Residential Colleges
One-off Policy on Withdrawal from Residential Colleges
Important Notes on Move-out Procedures

Move-out Procedures

Arrive at the RCs at the time you registered on e-Registration.

Remove your personal belongings from the room. Your bed space should be completely vacant. Any items left behind will be disposed without further notice.

Restore the furniture setting of your room.

Report to Residential Colleges Unit (RCU) at the Communal Hall (ground floor of RC1 Mosaic College). Show our staff the withdrawal form you submitted.

Our staff will go through the room inventory with you. Move-out is complete.

Charges and Penalty

- 1) A minimum of \$200 per room will be levied if you and / or your roommate fail to remove your belongings, clean up your room, or restore the furniture.
- 2) You and/or your roommates are liable for any damages that are not reported to the RCU prior to move-out.
- 3) You must complete move-out procedures at the designated time. Late move-out will result in a penalty of \$100 per person per day + daily rate of your room.
- 4) If you fail to move out at the designated time, RCU will vacate the bed space by clearing, packing and moving the residents' belongings. A penalty of \$600 per person on top of the late move-out penalty charges will be levied. HSUHK shall not be responsible for any loss or damage of personal property.
- 5) Credits loaded to the air-conditioner in your room are non-refundable.

Before leaving the RCs, have you removed these things?

Food in the
refrigerator in the
Common Room

Mail in the mailbox
at the lobby