



Reference Number: CKLC/R0005/2019

Date: 1-July-2019

Guidelines for Move-out

1. Students must make reservation with the college general office at least 3 working days before moving out.
2. Students must move-out and return key card within indicated move-out hours (Mondays-Fridays 09:30-13:00; 14:30-17:00, except public holidays).
3. If a student is not able to leave during the aforesaid move-out hours, a valid proof should be submitted to the College for special approval.
4. Students should complete the whole move-out procedure in person.
5. The entire move-out procedure includes:
 - a. Make reservation with college general office;
 - b. Students pack all personal belongings, clean up their room and restore the room back to its original condition.;
 - c. College staff check the room condition including the cleanliness;
 - d. Submit the “Move-out form” and “Equipment check list”;
 - e. Return room key card and any other UM properties.
6. All personal belongings and garbage in room and common areas should be removed before moving out.
7. A cleaning fee plus garbage removal fee may be imposed if the room is found unclean or unable to be restored back to its original condition.
8. If any damaged/lost item is found, student shall bear the fine for the damaged or lost item.
9. Students must leave the room after the entire move-out procedure is complete.
10. All unclaimed items in rooms and common areas shall be discarded. Cheong Kun Lun College bears no responsibility for any lost.
11. Detailed arrangements of the move-out procedure shall be announced in April or May every year.
12. Cheong Kun Lun College reserves the right of final decision.



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退宿指引

1. 學生須於退宿日的至少三個工作日前到書院辦公室預約退宿。
2. 學生必須在指定的退宿時段內完成退宿手續並歸還房卡
(退宿時段:週一至週五 09:30-13:00 及 14:30-17:00,公眾假期除外)。
3. 若學生沒法在上述退宿時段內離開,則應向書院提交有效證明以獲得特別批准。
4. 學生應親身完成整個退宿程序。
5. 退宿流程包括:
 - a. 與書院辦公室預約退宿日期和時間;
 - b. 學生須收拾好所有個人物品、打掃房間,並把房間還原回入住時的原狀;
 - c. 書院職員檢查房間狀況,包括房間清潔度;
 - d. 學生提交“遷離登記表格”和“房間設備清單”;
 - e. 學生歸還房卡和任何其他澳門大學所屬物品。
6. 學生須於退宿前清走放置於房間及任何公共區域的所有個人物品和廢棄物。
7. 如發現房間不整潔或未能恢復原狀,書院將會收取相應的清潔費和垃圾處理費。
8. 如發現任何物品損壞或丟失,學生須承擔其相關罰款。
9. 退宿流程完成後,學生須離開所屬房間。
10. 所有房間和公共區域內無人認領的物品將被丟棄。張崑崙書院對任何遺失恕不負責。
11. 退宿安排將於每年的四月或五月分內公佈。
12. 張崑崙書院保留最終決定權。