



張崑崙書院
COLÉGIO CHEONG KUN LUN
CHEONG KUN LUN COLLEGE

Room Key Card Replacement Procedure

Resident College student members losing the key card for any reason must report the loss immediately to Office or, after office hours, to the Security Guard on duty, and go through the replacement procedure.

The replacement procedure:

1. Resident College student members approach the security counter during office hours and fill out the application form for key card replacement;
2. Students pass the application form to the Office and the Office will verify the identity of the Resident College student member before issuing a new key card;
3. For key card replacement, MOP20 will be charged for the 1st time and MOP50 will be charged for the 2nd time and subsequent occasions;
4. The student will immediately receive the key card while the function of old key card will be inactivated.

**** Any charge paid for key card replacement is non-refundable in all circumstances.**