



2017 至 18 年下學期退宿及 2018 年暑期學生宿舍
Hostel Check-out in Term 2, 2017-18 and Summer Student Hostel 2018

A. 2017 至 18 年下學期退宿 Hostel Check-out in Term 2, 2017-18

1. 2017 至 18 年度下學期的最後退宿日為 **2018 年 5 月 16 日 (星期三)**。居於宿舍六、七及八樓的宿生，請於當日下午 2 時 30 分前退宿；居於宿舍二、三、四及五樓的宿生，請於當日下午 3 時 30 分前退宿。未於指定退宿限期前完成退宿手續者，宿舍按金將被沒收。

The hostel check-out deadline for Term 2, 2017-18 is **Wednesday, 16 May 2018**. For residents living on hostel floors 6/F, 7/F and 8/F, please check out before 2:30pm that day. For residents living on hostel floors 2/F, 3/F, 4/F and 5/F, please check out before 3:30pm that day. **Hostel deposit of those who do not complete the check-out procedure by the designated check-out deadline will be forfeited.**

2. 獲批准入住暑期宿舍宿期 A 之本學期宿生毋須於 2018 年 5 月 16 日退宿，但請於 2018 年 5 月 21 日 (星期一) 辦公時間內親身辦理換宿 (退宿及入宿) 手續。書院將以電郵公佈詳情。

Residents of the current term whose application for summer residence Period A is approved will be arranged to complete the room change (check-out & check-in) procedure on Monday, 21 May 2018 during office hours in person. For details, please refer to the email sent from the College Office nearer the time.

B. 退宿程序 Check-out Procedure

1. 請同學於辦理退宿手續前於書院網頁下載及填妥「宿舍退宿申請表」。

Please download and complete the "Hostel Check-out Form" from College website before check-out procedure.

➤ 網址 link: http://www.wys.cuhk.edu.hk/cms/wp-content/files_mf/1505709549WYS_Hostel_CheckoutForm_Jun2017.pdf

2. 必須清除所有垃圾及清理地上雜物、衣櫃內衣物、書桌抽屜內物件、書櫃書籍、床上用品、門外水松板上的紙張或海報、房門裝飾物品、洗衣房的衣服、信箱內的信件；房內傢俬必須放回原位。如曾在房間使用鐵釘、圖釘、掛鈎或膠紙等，必須自行清理。如於清理期間對宿舍牆壁、傢具等造成損壞，同學需負上責任。

Take away all trash and personal belongings (including beddings, clothes, books etc.) in the room, remove any name plate or decoration on the door, take away your clothes at the laundry, clear the mailbox before leaving. All furniture in the room must be restored to the original setting. Also, remove any nails, hooks or tapes which have been used in the hostel room. Students will be liable for any damage to the walls, furniture or any hostel room property caused by the removal.

3. 離開前，必須徹底打掃房間，並關上窗戶及鎖上房門。

Clean the room thoroughly and lock the window and door before leaving.

4. 請按以下安排完成退宿手續 Please complete the check-out procedure according to the arrangements below :

i) 最後退宿日 2018 年 5 月 16 日 (三) 之安排 Arrangements on hostel check-out day (Wednesday, 16 May 2018)

擬退宿時間 Proposed Check-out Time	辦理退宿手續安排 Arrangements for Check-out Procedure
六、七及八樓之特別安排 Special Arrangement for 6/F, 7/F & 8/F : 下午 1 時至下午 2 時 30 分 1:00pm – 2:30pm	書院工友於東座及西座六、七及八樓駐守，宿生只需於所屬樓層聯絡工友，辦理退宿手續即可，無需到書院院務室。 Hostel workmen will station on 6/F, 7/F and 8/F of East Block and West Block . Residents of these floors should approach the workman stationing on the same floor for check-out procedure. No need to go to College Office.
二、三、四及五樓之特別安排 Special Arrangement for 2/F, 3/F, 4/F & 5/F : 下午 2 時 30 分至下午 3 時 30 分 2:30pm – 3:30pm	書院工友於東座及西座二、三、四及五樓駐守，宿生只需於所屬樓層聯絡工友，辦理退宿手續即可，無需到書院院務室。 Hostel workmen will station on 2/F, 3/F, 4/F and 5/F of East Block and West Block . Residents of these floors should approach the workman stationing on the same floor for check-out procedure. No need to go to College Office.
退宿限期前之其他時間 Time other than abovementioned & before check-out deadline	請帶同已填妥之「宿舍退宿申請表」，到書院院務室 (東座地下 G03 室) 辦理退宿手續。 Please go to the College Office (Room G03, G/F, East Block) together with your completed Check-out form for the procedure.

ii) 2018 年 5 月 16 日 (三) 前之安排 Arrangements BEFORE hostel check-out day

擬退宿日期 / 時間 Proposed Check-out Date/Time	辦理退宿手續安排 Arrangements for Check-out Procedure
辦公時間內退宿 Check-out within office hours	請帶同已填妥之「宿舍退宿申請表」，到書院院務室 (東座地下 G03 室) 辦理退宿手續。 Please go to the College Office (Room G03, G/F, East Block) together with your completed Check-out form for the procedure.
非辦公時間內退宿 (如：周末、公眾假期或晚上) Check-out beyond office hours (e.g. weekends, public holiday or evening)	請於擬退宿日期最少五天前提交網上申請： Please submit online application at least 5 days prior to the proposed check-out date: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=4663422

辦公時間：星期一至四：上午 8 時 45 分至下午 5 時 30 分 / 星期五：上午 8 時 45 分至下午 5 時 45 分

Office Hours: 8:45am – 5:30pm from Mondays to Thursdays / 8:45am - 5:45pm on Fridays

5. 退宿時，書院工友會檢查房間，過程大概需時 15 至 30 分鐘；完成後，請交回房間鑰匙、信箱鑰匙 (連匙扣) 以及填妥之宿舍退宿申請表予工友。宿舍按金將以轉賬形式退還。如宿生未遵守 1 至 4 項，或房間有任何損壞，將按情況在按金中扣除。
Hostel rooms will be checked during hostel check-out, which will take about 15 - 30 minutes. After that, please return the room key and mailbox key with key tag and completed Hostel Check-out Form to hostel workmen. Hostel deposit will be refunded in the form of bank transfer. **For any violation of (1) – (4) above or any damage to the room, hostel deposit will be deducted according to the situation.**

C. 暫存行李 Temporary Luggage Storage

1. 非本地生可於書院暫存最多兩件行李；已獲派下年度全年或上學期宿位之本學期本地宿生可於書院暫存最多一件行李。每件暫存行李體積不得超過 1 呎 x 3 呎 x 3 呎。
Non-local residents are allowed to temporarily store up to two pieces of luggage. Local residents of this term who have been allocated hostel place for Term 1 or full year in the next academic year are allowed to temporarily store up to one piece of luggage. The size of the luggage should not be bigger than 1 x 3 x 3 feet.
2. 同學請於退宿後立即辦理暫存行李手續，每位同學只可暫存行李一次。宿生只可於 2018 至 19 年度之入宿日 (暫定如下，非本地生：9 月 1 日；本地生：9 月 2 日) 或 9 月 3 日至 7 日辦公時間內領回行李；如欲中途領取行李或行李內物品，需向舍監提出申請，並繳付費用港幣 500 元。逾期末領之行李，將作廢物棄掉。行李或行李內物品如有遺失或損壞，書院概不負責。
Temporary luggage storage will only be handled immediately after hostel check-out. Each student can only temporarily store luggage once. The stored luggage can only be collected on Hostel Check-in Day (tentatively 1 September 2018 for non-local students and 2 September 2018 for local students) or within office hours between 3 and 7 September 2018. Students who would like to collect their luggage or items in the luggage in the interim must submit an application to the Warden and pay a fee of HK\$500. Luggage which is unclaimed by 7 September 2018 will be disposed of. The College is not liable for any loss or damage of the luggage or items in the luggage.

D. 2018 年暑期學生宿舍 Summer Student Hostel 2018

1. 書院歡迎本院學生申請入住暑期學生宿舍 (暑假宿)，宿期由 2018 年 5 月 21 日至 8 月 31 日，詳情如下：
College Students are welcome to apply for accommodation at the Summer Student Hostel. The entire summer residence period is from 21 May to 31 August 2018. Details are as follows:

宿期 Period	日期 Dates	宿費 Hostel Fee	宿舍按金 Hostel Deposit
宿期 A Period A	21/05/2018 - 28/05/2018 (7 晚 nights)	港幣 HK\$455	港幣 HK\$500
宿期 B Period B	28/05/2018 - 29/06/2018 (32 晚 nights)	港幣 HK\$2,080	
宿期 C Period C *	29/06/2018 - 31/07/2018 (32 晚 nights)	港幣 HK\$2,080	
宿期 D Period D **	31/07/2018 - 15/08/2018 (15 晚 nights)	港幣 HK\$975	
宿期 E Period E ***	15/08/2018 - 31/08/2018 (16 晚 nights)	港幣 HK\$1,200	
* 畢業班同學只可申請宿期 A 至 C。Graduating students can only apply for Periods A to C.			
** 各宿期因應迎新活動修改 Pending, depending on the dates of orientation activities			
*** 宿期 E 一般只供書院新生輔導營之籌委會成員申請。如有特別情況，請向舍監提出書面申請，並附上證明文件以供考慮。Period E will only be assigned to Organizing Committee Members of College Orientation Camp normally. Those with special situations may submit supporting document(s) and apply to the Wardens in writing.			

2. 欲申請暑假宿者須於 2018 年 4 月 6 日至 4 月 16 日提交網上申請 (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=4665947>)，系統會自動寄出電郵確認書。申請宿期 E 之申請人須於 2018 年 4 月 16 日或 17 日辦公時間內把已簽署之電郵確認書及相關證明文件一併交到書院院務室 (香港中文大學伍宜孫書院東座地下 G03 室)。逾期或資料不足之申請概不受理。
Applicants must first submit an online application on (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=4665947>) from 6 April to 16 April 2018. The system will automatically send an email notification to the email address provided by the applicants. For applicants applying for Period E, a signed email notification printout with relevant supporting document(s) must be submitted to the College Office (Room G03, East Block, Wu Yee Sun College, The Chinese University of Hong Kong) on 16 April or 17 April 2018 during office hours. Late or incomplete applications will NOT be handled.

3. 暑宿申請結果暫定於 2018 年 4 月 26 日於書院網頁 (<http://www.wys.cuhk.edu.hk/downloads.php>) 公佈。成功申請者須於 2018 年 5 月 3 日或之前於網上 (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=4975325>) 確認。如申請人未在限期內遞交電郵確認，將被視作放棄申請論。房間分配暫定於 2018 年 5 月 9 日於書院網頁 (<http://www.wys.cuhk.edu.hk/downloads.php>) 公佈。Application result of summer residence will be announced on College Website (<http://www.wys.cuhk.edu.hk/downloads.php>) on 26 April 2018 tentatively. Successful applicants should submit an online confirmation (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=4975325>) by 3 May 2018. Successful applicants who do not submit the online confirmation by the deadline will be considered withdrawn. Room assignment will be announced on the College Website on 9 May 2018 tentatively.
4. 暑宿宿生必須於獲批准宿期之最後一天中午 12 時前完成退宿手續，違者將作逾時退宿論，其暑宿按金將被沒收。Residents of Summer Student Hostel must complete hostel check-out procedure before 12:00nn on the last day of approved residence period. Otherwise it will be regarded as late check-out and the Summer Student Hostel deposit will be forfeited.
5. 獲派暑宿宿位之同學請於 5 月中到 CUSIS 複查電子繳款通知書。同學須於指定日期前繳付有關費用。逾期繳款者，大學將收取逾期罰款港幣 200 元正。Students who have been allotted summer residence please check their debit note on CUSIS in May 2018. Please settle the payment before the deadline. A penalty of HK\$200 will be incurred in case of late payment.

March 2018