香港中文大學伍宜孫書院

Wu Yee Sun College, The Chinese University of Hong Kong

2026 至 27 年度上學期宿舍退宿須知 (適用於只獲派上學期宿位之宿生)

Note for Hostel Check-out, Term 1 of 2026-27

(Applicable to residents allotted only Term 1 hostel places)

English Version

(獲派全學年宿位之同學不需於上學期退宿。)

A. 退宿安排

1. 2026 至 27 年度上學期之宿舍退宿期限為 **2026 年 12 月 29 日（星期二）中午 12 時**。限期前仍未辦理退宿手續而未獲舍監批准延期退宿者，其個人物件將當作廢物棄掉，宿舍按金亦將不獲退還。

2. 請於辦公時間內辦理退宿手續，如因特殊理由需於非辦公時間退宿，請於**擬退宿日期最少五天前及 2026 年 12 月 20 日前 (以較早日期為準)** 提交**網上申請**。

網上宿舍退宿申請表

https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13741382

辦公時間:

星期一至四	08:45 - 13:00 // 14:00 - 17:30
星期五	08:45 - 13:00 // 14:00 - 17:45
星期六、日及公眾假期	關閉
12 月 24 日 (星期四)	08:45 - 13:00

B. 退宿程序

1. 於辦理退宿手續前，**請填妥網上「宿舍退宿申請表」**。成功遞交申請表後，宿生將收到系統自動發送之電郵通知，請保留該電郵，並於辦理退宿程序或查詢退宿安排時**註明表格編號 (以 HCO 開頭)**。申請表一經遞交，最多可修改內容 2 次。

2. 最後退宿日當天退宿人數通常較多，等候檢查房間時間或會較長。

3. 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、洗衣房的衣物、信箱內的信件及西座電梯大堂的包裹；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。如宿舍牆壁、傢具等有損壞，同學需負上責任。

4. 離開前，必須徹底打掃房間，並關上窗戶及鎖上房門。

5. 請於辦公時間內到書院院務室（東座地下 G03 室）辦理退宿手續。
   a. 書院工友會檢查房間，過程大概需時 15 至 30 分鐘；
   b. 完成後，書院工友將填妥宿舍房間檢查表格，請宿生於該表格上**註明學生證編號、英文全名及退宿表格編號 (以 HCO 開頭) 並簽署作實；**
   c. 交回房間鑰匙、信箱鑰匙（連匙牌）及冷氣搖控器(如有)予工友。
   d. 如宿生未遵守退宿程序 1 至 4 項，或房間有任何損壞，按金會視乎情況被扣除。

6. 宿舍按金將以轉賬形式退還。若宿舍房間/設備沒有任何損壞/遺失，同時沒有逾期費用，則退款需時大約 2-3 個月，請確保銀行帳戶在手續期間有效。

C. 行李暫存 Temporary Luggage Storage

1. 已獲派 2027-28 年度全年或上學期宿位之**非本地生**可於書院暫存最多兩件行李，**每件行李體積不得超過 1 呎 x 3 呎 x 3 呎**。

2. 請於退宿同時辦理暫存行李手續，**每位合資格非本地宿生只可於每學年暫存行李一次**，而且只可於 2027 至 28 年度之入宿日（入宿日期稍後公佈）領取行李；如欲中途領取行李或行李內物品，需向舍監提出申請。獲批准者需繳付費用港幣 500 元正並自行提取行李。逾期未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。

26 November 2026

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Note for Hostel Check-out, Term 1 of 2026-27

(Applicable to residents allotted only Term 1 hostel places)

中文版

(Residents allotted hostel places for whole academic year shall not check out in Term 1.)

A. Arrangement for Hostel Check-out

1. Hostel check-out deadline for Term 1, 2026-27 is **12:00nn on Friday, 29 December 2026**. For residents who do not check out by the deadline and without prior approval from the Warden, their personal belongings will be disposed and their hostel deposit will not be refunded.

2. Please complete the check-out procedure within office hours. For those who need to check-out beyond office hours due to special reasons, please submit **an online application at least 5 days prior to the proposed check-out date AND by 20 December 2026 (whichever earlier)** for approval.

Online Hostel Check-out Form

https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13741382

Office Hours:

Mon to Thu	08:45 - 13:00 // 14:00 - 17:30
Fri	08:45 - 13:00 // 14:00 - 17:45
Sat, Sun and Public Holidays	Closed
24 Dec (Thu)	08:45 - 13:00

B. Check-out Procedure

1. Please complete an **online "Hostel Check-out Form"** before check-out. After successful submission, an email notification will be automatically sent to the correspondence email filled in this hostel check-out application form. Please retain the email and **quote the reference number (start with HCO)** upon hostel check-out or enquiry on hostel check-out arrangement. After submission, amendments can be made for a maximum of two times.

2. More residents tend to complete hostel check-out by hostel check-out deadline. Kindly note that the waiting time for room check will be longer than usual.

3. Take away all trash and the personal belongings (including beddings, clothes, books and etc.) in the room, remove any name plate or decoration on the door, collect your clothes from laundry room, empty the mailbox and collect the parcels at G/F, West Block before leaving. All furniture in the room must be restored to its original setting. Carefully remove any nails, hooks or tapes which have been used in the hostel room. Students will be liable for all damages to the walls or furniture caused by the removal.

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

5. Please go to the College Office (Room G03, G/F, East Block) to complete the hostel check-out procedure within office hours.
    a. Room check, which will take about 15-30 minutes, will be carried out by hostel workmen.
    b. Afterwards, please **remark your Student ID number, full name in English, quote the reference number of hostel application (start with HCO) and sign** on the hostel room inspection form filled in by workmen.
    c. Please return the room key, mailbox key (with key tag) and the air-conditioner remote (if any) to workmen.
    d. For any violation of Check-out Procedure (1) – (4) or any damage to the room, hostel deposit will be deducted according to the situation.

6. Hostel deposit will be refunded via bank transfer. The refund procedure will be completed in 2-3 months after the check-out day, given no damage/loss of hostel room/equipment and no outstanding fee. Please make sure the bank account is valid during this period.

C. Temporary Luggage Storage

1. **Non-local residents** who have been allocated hostel place for Term 1 or full year in the next academic year 2027-28 are allowed to temporarily store up to two pieces of luggage. **The size of the luggage should not be bigger than 1 x 3 x 3 feet.**

2. Temporary luggage storage will only be handled together with hostel check-out procedure. **Each eligible non-local resident can only request for temporary luggage storage once every academic year.** The stored luggage can only be collected on Hostel Check-in Day in academic year 2027-28 (check-in date will be announced later). Students who would like to collect their luggage or any item in the luggage in the interim must submit an application to the Warden and pay a fee of HK$500 upon approval. Students will be responsible for reclaiming the luggage from the storage. Unclaimed luggage will be disposed. The College is not liable for any loss or damage of the stored luggage or items in the luggage.

26 November 2026