



**City University of Hong Kong
Student Residence Office**

Application for Withdrawal from Student Residence

A. Personal Particulars

Name in English									
Student Number								Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Current Hall & Room	Hall _____ Room _____ Bed _____			Contact No.					
Intended last day of stay									

B. Reasons for Withdrawal (please (☑) here appropriate):

- Study arrangement Financial Difficulty
 Family Issue
 Residence related problems, e.g. roommate/ flatmate relationship
 Others, please specify: _____

C. Your New Residence (please (☑) where appropriate):

- Off-campus accommodation in Hong Kong Back home
 Others: _____

For Research Students:

a) Early withdrawal (Fees & payment of Part v)

Once research residents intend to check out earlier than the last date of stay originally approved by SRO (normal residential year end by noon, 16 August every year), they are required to submit written notification to SRO at least one month before their new intended last date of stay.

After receiving the email written request, SRO will vet and formally approve the last day of stay as well as advise the last month of hall lodging fee for Early Withdrawal.

Further to Hall fees collection Part iv Point d, only upon SRO's formal approval, the last month of hall lodging fee for Early Withdrawal is charged/based on the SRO's approved last day of stay, i.e. for check-out before/on the 16th day of month by noon, the resident is liable to pay one-half of the monthly hall lodging fee, while for check-out after the 16th day of the month, the full month of the hall lodging fee shall be charged.

b) Hall Fee Collection (Fees & Payment of Part iv Point b & d)

Hall lodging fees are collected on a monthly basis by debiting from the student's personal bank account.

The last month's hall lodging fee will be calculated as follows:

Residents have to pay one-half of the monthly hall lodging fee if they check out at any time on or before 12 noon on the 16th day of the month, otherwise residents shall pay a full month's hall lodging fee if they check out at any time after 12 noon on the 16th day of the month.

For Taught Postgraduate Students:

a) Hall lodging fee is charge on semester basis [Fees and Payment of Part (ii)]

b) Early withdrawal

During Semester A

- Withdrawal from Student Residence in Semester A [Point 1.1 & 1.2]
- Withdrawal from Student Residence in Semester B [Point 1.3 & 1.4]

During Semester B

- Withdrawal from Student Residence [Point 2.1 – Point 2.4]

I have read and hereby agreed to accept and comply with the aforementioned policy on hall charges.

Signature of Applicant

Date