



Student Residence Office

香港城市大學
City University of Hong Kong

Undergraduate Halls

3

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

Application for Early Check-out from Student Residence (KLNT Compound)

Name : _____ Student ID: Gender: M / F

Contact No.: _____ Hall: _____ Room: _____ Bed: _____

Early Check-Out Procedure:

Check-out together with this hardcopy form at 24-hour security office on or before to 26 May 2025 noon.

Important Notes:

For Early Check-out –

- Applicants are required to complete check-out procedure;
- Remaining hall lodging fee of Semester B has been charged into your student account which is non-refundable and non-transferable. You are required to settle before the specific deadline;
- Bedplace for remaining period will be forfeited;
- Your residential record in 2024/25 residential year will be logged for your future hall application. It applies to all types of allocation criteria.

Reasons for Withdrawal (Please “” where appropriate):

Study arrangement

- | | |
|---------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> <i>Joining an exchange programme</i> | <input type="checkbox"/> <i>Withdrawal from study</i> |
| <input type="checkbox"/> <i>Academic suspension</i> | <input type="checkbox"/> <i>Termination of studies</i> |
| <input type="checkbox"/> <i>Completion of study</i> | <input type="checkbox"/> <i>Leave of absence</i> |

Financial difficulty

Family issue

Student Residence related problems, e.g. roommate relationship

Others, please specify: _____

New Residence (please “” where appropriate):

- | | |
|---------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Off-campus accommodation in HK | <input type="checkbox"/> Back home |
| <input type="checkbox"/> Living with relatives/ Friends | <input type="checkbox"/> Housing outside HK |
| <input type="checkbox"/> Others: _____ | |

I have read and hereby agreed to accept and comply with the aforementioned Terms.

Signature of Applicant

Date

Personal Information Collection Statement

- The personal data collected in this application form will be used by Student Residence Office to process Withdrawal of Student Residence. All personal data on the application form are regarded as mandatory for the aforementioned purposes.
- You have the right to request access to and correction of information under the Personal Data (Privacy) Ordinance.

Aug 2024