



Student Residence Office

香港城市大學
City University of Hong Kong

Master's Degree Student

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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, 12:00 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 to you, which is non-refundable and non-transferable. You are required to settle it before the specific deadline;
- Bedplace for remaining period will be forfeited.

Reasons for Withdrawal (Please “☒ ” where appropriate):

Study arrangement

☐ *Joining an exchange programme*

☐ *Withdrawal from study*

☐ *Academic suspension*

☐ *Termination of studies*

☐ *Completion of study*

☐ *Leave of absence*

☐ Financial difficulty

☐ Family issue

☐ Student Residence related problems, e.g. roommate relationship

☐ Others, please specify: _____

New Residence (please “☒ ” where appropriate):

☐ Off-campus accommodation in HK

☐ Back home

☐ Living with relatives/ Friends

☐ Housing outside HK

☐ 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