# Checkout / Withdrawal Form

## PART A: PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>____________________________________________</th>
<th><strong>Student No.:</strong> __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hall &amp; Room No.:</strong></td>
<td>____________________________________________</td>
<td><strong>Mobile No.:</strong> __________________________</td>
</tr>
</tbody>
</table>

*For Non-local Exchange Students Only:*

| **Home country phone no.:** | ____________________________________________ | **Email address:** __________________________ |
| **Expected checkout date:** | ____________________________________________ |

**Refund Method:**

- [ ] Auto-transfer to a local bank account in HK (for non-local students who will stay next academic year)
- [ ] *Crossed cheque (in HK$) post to the address stated in the Academic Secretarial Student Record
- [ ] Cash cheque (in HK$) to be collected by the student on check-out date
  
  (student must have informed the Hall Management at least 3 weeks before expected check-out date)

* Your bank may charge you a handling fee when depositing the HK$ cheque in your home country
* Log onto Academic Secretariat’s student page ([http://www28.polyu.edu.hk/ASPage/](http://www28.polyu.edu.hk/ASPage/)) to update your address if change has been made.

## PART B: REASON FOR WITHDRAWAL / CHECKOUT

*Circle the most appropriate option*

- [ ] Graduation
- [ ] Personal reasons
- [ ] Financial reason
- [ ] Hall life problems
- [ ] Undertake an exchange or placement overseas
- [ ] Change of study status (e.g. deferment/ withdrawal/ change of study mode
- [ ] Others: ____________________________________________

## PART C: DECLARATION

1. I understand that I need to go through all of the following steps to complete the check-out procedure:
   a. Submission the Checkout/ Withdrawal Form;
   b. Inform the Hall Management to conduct inventory check before 10:00 p.m. of the checkout day;
   c. Return the Inventory Checklist Form to Hall Management.

2. I shall be responsible for paying the replacement or repair costs of the missing or damaged items beyond normal wear and tear found in my room upon check-out.

3. I have registered my local bank account no. in the Student Account System ([https://www40.polyu.edu.hk/losae/](https://www40.polyu.edu.hk/losae/)) for refund of Hall Caution Money and remaining Hall Lodging Fee, if any.

4. I understand that the information on this form is final and no subsequent change would be allowed.

*only applicable to students who use auto-transfer refund method.*

**Signature of Student:** __________________________ _Date:_ __________________________