

**Office of Student Affairs**  
**Hostel Rooms Swapping 2022/23 - Check Out**  
**Arrangements**

**Important notes on hostel check out procedures:**

<b>1.</b>	<p><b><u>Check Out Date</u></b></p> <p>1. <b>3 February 2023, from 7:00am to 5:00pm</b> Please complete the check-out procedures by returning your room key / key card at the hostel security counter of your hostel block. All successful room swapping applicants should complete the swapping of room on this day during 7am – 5pm.</p>
<b>2.</b>	<p><b><u>Residents should complete the following check-out procedures:</u></b></p> <ol style="list-style-type: none"><li>1. Make sure all the facilities (power extension cord, remote control, drawer key, etc.) and furniture (bed, chair, wardrobe, etc.) are in order with its original setting.</li><li>2. Switch off all the electronic devices in the room.</li><li>3. Clear all the personal belongings and lock the room.</li><li>4. Bring your Student ID Card and return the correct and original room key or key card to the security counter of your current hostel.</li><li>5. Register and sign on the check-out form.</li><li>6. Students' access control record will be changed to student visitor immediately after the check-out procedure. Students who have completed the check-out procedures will not be allowed to return to the hostel room again. The access right to the former hostel will be immediately deactivated after completion of check-out procedures. Students who have completed the check-out procedures will not be allowed to return to the former hostel room again.</li></ol>
<b>3.</b>	<p><b><u>Delegation</u></b></p> <ol style="list-style-type: none"><li>1. Residents should check-out and check-in their current room in person for room swapping.</li><li>2. If the resident cannot check-in/out at the security counter in person on 3 February 2023, the room assignment record will not be effective.</li></ol>

4.	<p><b><u>Room Cleaning and Checking</u></b></p> <ol style="list-style-type: none"> <li>Residents should remove all the personal belongings before check-out and clean up their rooms. Residents should not relocate the furniture of the room. Please take reference to the following website and photos for original room setting, facilities and the list of indemnity: <a href="http://www.ln.edu.hk/osa/hostel/facilities">http://www.ln.edu.hk/osa/hostel/facilities</a>.</li> <li>All personal belongings should not be left at the common areas, including your foods in the refrigerator and lounge.</li> <li>The resident should bear the costs incurred from room clearance and any damage or loss according to the assigned bed place in the room.</li> </ol>
5.	<p><b><u>Charges and Penalty</u></b></p> <ol style="list-style-type: none"> <li>Penalties will be charged if there are furniture or equipment in the room found damaged/lost/relocated.</li> <li>For the furniture/equipment (including the bed, the mattress, the wardrobe, the desk, the chair, the wall, window curtain, insect screen, extension socket and table lamp): The penalties will be charged individually (resident A/B/C).</li> <li>For other common facilities of the room, the penalties will be shared equally among the residents in the room.</li> <li>A resident who fails to return the original key/ key card will be considered as losing the key and will be subject to a penalty of HK\$100. <b><u>If the resident cannot complete the check-out procedures before 5pm on 3 February 2023, he/she is required to pay a late checkout fee of HK\$100 per day (less than one day would be counted as one day), plus a late return of hostel key penalty of HK\$100 as compensation. If you do not check-in/out at the security counter in person on 3 February 2023, the room assignment record will not be updated and you will not be able to enter and stay in the hostel room you intended to swap.</u></b></li> </ol> <p>Details: <a href="https://www.ln.edu.hk/secure/f/upload/49757/indemnity2020-21.pdf">https://www.ln.edu.hk/secure/f/upload/49757/indemnity2020-21.pdf</a></p>

**Enquiries:**

Office of Student Affairs (Tel: 2616 7333)

Campus Support Office (Tel: 2616 7134)