



何鴻燊東亞書院
COLÉGIO DA ÁSIA ORIENTAL STANLEY HO
STANLEY HO EAST ASIA COLLEGE

Guidelines for Move-out

1. Students must make reservation with the office at least 3 working days before moving out.
2. Students must move-out and return key card within the appointed move-out hours (Mondays-Fridays 09:30-12:30; 14:30-17:00, except public holidays).
3. The entire move-out procedure includes:
 - a. Make reservation with college general office.
 - b. Students pack all personal belongings, clean up their room and restore the room back to its original condition.
 - c. College staff check the room condition on the appointed date and time together with the student
 - d. Submit the “Move-out form” and “Equipment check list”.
 - e. Return room key card and any other UM properties.
 - f. Store the packed luggage at the designated common room if needed.



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4. All personal belongings and garbage in room and common areas should be removed before moving out.
5. A cleaning fee plus garbage removal fee may be imposed if the room is found unclean or unable to be restored back to its original condition.
6. If any damaged/lost item is found, student shall bear the fine for the damaged or lost item.
7. Students must leave the room after the entire move-out procedure is completed.
8. All unclaimed items in rooms and common areas shall be discarded. RC bears no responsibility for any lost.