



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

## Room Key Card Replacement Procedure

Resident College student members losing the key card for any reason must report the loss immediately to Office or, after office hours, to the Security Guard on duty, and go through the replacement procedure.

The replacement procedure:

1. Resident College student members approach to the Office during office hours and fill out the application form for key card replacement;
2. The Office will verify the identity of the Resident College student member before issuing a new key card;
3. For key card replacement, MOP20 will be charged for the 1<sup>st</sup> time and MOP50 will be charged for the 2<sup>nd</sup> time and subsequent occasions; Payment has to be settled through the Kiosk at lobby.
4. The student receive the key card within the day while the function of old key card will be inactivated.

\*\* Any charge paid for key card replacement is non-refundable in all circumstances.