**退宿手續及暑假安排**

**Mass Move-Out Procedure, Summer Stay, Summer Luggage Storage, and Meal Service**

親愛的曹光彪書院同學，

學期即將結束，我們想告知您關於1) 退宿手續, 2) 暑假住宿的安排, 3) 行李寄存及4) 餐飲服務。

1.退宿手續：

1.1**最後搬出日期**（如沒有申請暑假住宿）是**2019年5月31日17:00**。

1.2請至少在搬出日期**前3個工作日**到辦公室預約辦理退宿手續。

1.3對於申請行李寄存的人，請按照預約時間在2019年5月6日或以後寄存（請參閱下面的行李寄存手續）。

1.4在搬出日期，請確保所有**個人物品都被清除**，清理颱風天在窗戶黏上的膠紙，以及作簡單清潔。書院工作人員將檢查您的房間，最後交還房卡。

1.5如果您的搬出日是週末，您必須在搬出日前的工作日整理好房間，完成上述1.4項的所有退宿手續 ，但房卡可在週沒交還給保安。

*註：*

*a）對於申請暑假住宿的人，在退宿時請注意遵循上述搬遷程序。*

*b）如果任何物品損壞或房間傢具和電器丟失或損壞，請提前向辦公室工作人員報告。*

*c) 走廊、過道及樓梯等區域 不得擺放家具、垃圾、個人物品（不論大小）以及其他任何物品，以免阻礙通道，保持緊急逃生通道暢通。 擺放在上述區域的任何物品一經發現即予以清除，而****無需提前通知****。(澳門大學住宿式書院管理規條 第7.2節)*

2.暑期住宿：

2.1對於已經申請暑期留宿的人，澳大財務部將會發出繳費單。

2.2請注意，在**暑期逗留期間，您將會被安排到另一個房間。**

2.3暑期住宿時間：2019年5月31日至2019年8月11日。

2.4暑期住宿費（每晚MOP40），需要預先付款方可入住，且不予退還。未付款將被視為退出申請。

2.5不接受延期或提早入住。

2.6.請注意ISW上的電子付款單通知，並按時支付暑期留宿費用。

註：

a）享受暑假留宿費用豁免的人（例如，澳大校隊，學生會會員等），您仍然需要通過書院辦公室申請暑期住宿，並在申請表上說明申請暑期住宿的原因。在辦公室收到相關單位的確認後，您的暑期留宿付款通知才會發放。

3. 行李寄存：

3.1對於申請暑期留宿並於2019-2020學年繼續留在書院的學生，才可以申請行李寄存服務。

3.2行李寄存從2019年5月6日開始（考試開始的第一天）。

3.3行李寄存費：每個空間MOP50（規格：60釐米x 30釐米x 60釐米）。每人最多可使用**兩**個行李空間。由於**空間有限，書院將嚴格管理寄存空間。**

3.4申請：預約搬出時，請同時申請行李寄存服務。

3.5領取行李時，申請人必須出示收據，學生證和繳交行李寄存費。

3.6如果學生授權某人幫忙存放行李，則負責存放和取回行李的人員應為同一人。

3.7如學生未能在截止日期前領取行李，書院將根據澳門大學要求收取附加的手續費。並有權在定立的最後限期後視行李為棄置物品處理，書院將不會為其物品之遺失或損壞承擔任何責任。

註：

a）書院僅提供臨時行李寄存位置，對任何寄存之損失或損害，在行李寄存之時段內，書院會為該位置採買第三方責任保險，一切責任該按相關條款負責。

b）我們會將共享空間改為行李寄存室，如下所示。請針對此時間調整你的學習計劃。

* 1019室 - 5月13日（星期一）
* 2023室 - 5月17日（星期五）
* 2024室 - 5月20日（星期一）

4. 膳食服務：

4.1本學期餐飲服務的最後一天是2019年5月18日。

曹光彪書院

Dear CKPC students, As it is nearing the end of the academic year, we would like to inform you about the arrangements for 1) mass move-out procedure, 2) summer stay; 3) summer luggage storage and 4) meal service.

1. Move-Out Procedure:

1.1 **The final move-out date** (if you do not apply for summer stay) is **31 May 2019, 17:00.**

1.2. Please approach College Office to make an appointment for moving out of your room, at least **3 working days** prior to your move-out date.

1.3. For those who have applied for luggage storage, please follow the reserved date and time to store your luggage start form 6May 2019 (Please refer to the summer luggage storage procedures below).

1.4. On the move-out day, please **ensure all your personal belongings are cleared.** Please remove any tape put on the window during typhoon days. Do a simple cleaning and tidy up your room. College staffs and helpers will inspect your room before collecting your room keycard.

1.5. If your move-out day is on weekend, you must tidy up your room and complete the move-out procedure on the working day before you move out and return your room keycard to security when you leave.

Notes:

a) For those who have applied for summer stay, please be reminded to follow the move-out procedure above as well when you move-out.

b) In case of any items damaged or loss of room furniture and electrical appliances, please report to the office staff in advance.

c) Hallways, walkways and stairs should be kept clear of furniture, refuse, personal belongings large or small, such as shoes or umbrellas, and any other objects, so as not to obstruct passages and therefore escape routes during emergencies. Any items found in hallways, walkways and stairs may be **removed without prior notice**. (Section 7.2 of University of Macau Management and Operational Rules for Residential Colleges)

2. Summer Stay:

2.1. For those who have already applied for summer stay, the e-debit would be issued by UM Financial Office accordingly.

2.2. Please be reminded that **you will be moved to another room during summer stay period.**

2.3. Summer Stay Period: 31 May 2019 - 11 Aug 2019.

2.4. The summer stay fee (MOP40 per night) is prepaid and it is non-refundable. Failure to pay will be considered as withdrawal from application.

2.5. Extension or early stay will not be accepted.

2.6. Please pay attention to the e-debit notes on ISW and pay the summer stay fee on time.

Notes:

a) Those who will have summer stay fee exemptions (for example, U team, student association members etc.), you still need to apply for summer stay through CKPC Office by stating clearly the reason for applying summer stay on the application form. Your e-debit note of summer stay fee will be on hold until College Office receives confirmation from the relevant unit(s).

3. Summer Luggage Storage:

3.1. For students who have applied for summer stay and continue to stay in CKPC in 2019-2020 first semester, they can apply for summer luggage storage.

3.2. Summer Luggage storage starts from 6 May 2019 (the first day of exam period)

3.3. Summer Luggage Storage Fee: MOP50 per space (Size: 60cm x 30cm x 60cm). Maximum **TWO** luggage spaces per person. **As college luggage storage is limited, we will strictly manage the storage space.**

3.4. Application: apply the summer luggage storage together when you make the appointment for moving out.

3.5. Applicants must present the receipt, student ID and storage fee when collecting the luggage.

3.6. The authorized person who is responsible for storing and retrieving the luggage should be the same person if students need to authorize someone for luggage storage.

3.7. For students who fail to collect luggage before the deadline, CKPC will charge a corresponding handling fee based on UM policy. CKPC has the right to dispose of the luggage after the final deadline. CKPC will not bear any responsibility for loss or damage.

Notes:

a) College only provides spaces for temporary luggage storage. To cover any loss or damage during summer luggage storage period, CKPC will purchase third-party liability insurance for those spaces. All responsibilities will be handled according to the insurance terms.

b) We will convert the study rooms to store rooms as follows. Please adjust your study plan accordingly.

* Room 1019 - On or after May 13 (Monday)
* Room 2023 - On or after May 17 (Friday)
* Room 2024 - On or after May 20 (Monday)

4. Meal Service:

4.1 The last day of the meal service for this semester is 18 May 2019.

Chao Kuang Piu College