

Dear Residents,

Enhanced Measures for Mass Check-out

In order to ensure a smooth mass check-out and all residents can check out on time, the following measures will be implemented in 2024/25:

- I. **Visitation** in the Halls on the mass check-out dates and the following 5 days **will be suspended** (*No Visitation Period: 8 am, 17 May 2024 (Fri) to 12 noon, 22 May 2024 (Wed)*).
- II. To avoid congestion on the mass check-out dates, residents are assigned to 2 different check-out dates based on their **student types**:

Check-out Date	Student Type
16 May 2024 (Thu)	All Non-Freshmen and Non-Exchange Students (<i>Students admitted to HKBU in 2022/23 or earlier</i>)
17 May 2024 (Fri)	All Freshmen and Exchange Students (<i>Students admitted to HKBU in 2023/24</i>)

Students may check their last night of residence via the application link under the lodging section: <https://iss.hkbu.edu.hk/himsApp/external/login>

- III. To allow an orderly floor-by-floor check-out, a suggested check-out timetable and 2 different cut-off times for each mass check-out date, based on the floor levels where residents reside on, are set as follow:

Floors for both North and South Tower	Suggest checking out by	Check-out Cut-off Time*
2/F, 3/F, 4/F	10 am	12 noon
5/F, 6/F, 7/F	11 am	
8/F, 9/F, 10/F	12 noon	
11/F, 12/F, 13/F	1 pm	3 pm
14/F, 15/F, 16/F	2 pm	
17/F, 18/F	3 pm	

**Checking out after the cut-off time will be considered as a late check-out and corresponding penalties will be applied to the concerned resident.*

- IV. Check-out Procedures – A resident is considered as “checked out” by **completing the following 4 components**:
 - a) Room Inspection
 - i. For Exchange Students: Complete room inspection before check-out

- ii. For Other Students: Room inspection will be conducted after check-out
 - b) Vacate the room before check-out
 - c) Leave the room and the Undergraduate Halls (exiting through the turnstiles)
 - d) Return the door key card, washroom key, mailbox key and bicycle parking permit (if any) with the signed check-out envelope on or before the assigned check-out date & cut-off time
- V. Residents who fail to complete point (a) to (d) in paragraph IV **will be considered as a late check-out.**
- VI. Temporary luggage placing areas will be set up for residents at the Courtyard on G/F on the mass check-out days. Residents should take good care of their own belongings. Please note that the University, the Halls nor the Hall Management shall be responsible for any loss of or damage in related to this arrangement.
- VII. Students may apply for late check-out if they have any valid special circumstances. Online application shall be submitted, together with supporting documents, in early May 2024 (to be announced). The late check-out application result will be released 3 days before the first mass check-out date. **An approved late check-out administrative fee of \$200 per night shall apply to all approved cases and they must check out no later than the approved period.** The maximum number of nights a student can request for late check-out is 3 nights.

Late Check-out Penalties

Residents who check out late from the Halls after the assigned check-out cut-off time will be recorded 16 demerit points and disqualified for hall application with immediate effect until graduation. A **late check-out penalty of \$600** will be charged per day after 12 noon of the following days of each late check-out day until the check-out procedures are completed.

Residents are encouraged to practise good self-management to ensure a smooth and on-time check-out. Please plan ahead for packing your belongings and arranging your check-out schedule.

If you have any questions on the aforesaid arrangement, please email us at ughall@hkbu.edu.hk or call 3411 2600.

Thank you for your attention.

Regards,
Undergraduate Halls
Office of Student Affairs