

HONG KONG BAPTIST UNIVERSITY

Office of Student Affairs

Application for Special Access Rights to Student Organization Offices

Points to Note

- Only delegate(s) of student organizations would be granted special access rights into the respective student organization office(s) with valid justification during semester break(s).
- The application should be made at least three working days before the proposed start date of access. Applicants are advised to consult SA in advance. Ad-hoc applications would not be entertained.
- The proposed end date of special access rights shall not be later than the end of service term.
- 24 hour access would NOT be granted to delegate(s) of student organizations. Overnight Stay applications would be requested for delegate(s) staying beyond campus opening hours.

Name of Student Organization:

Service Term:

Name of the President:

Contact Number of the President:

Proposed Period of Access:

Justification:

List of Delegate(s) *(Please apprehend additional paper if the space is insufficient)*

Name	SID	Name	SID

By signing on this application, we agree: <ul style="list-style-type: none"> • To inform delegate(s) the need to adhere to the Manual for Using Offices of Student Organizations. • To inform delegate(s) to bear any responsibilities for misuse of student organization offices. • To bear responsibilities of misuse of student organization offices by delegate(s). 	
Signature with the chop of the Student Organization	Date

~~For SA Use Only~~

Approval	Approval Authority	Date
Approved / Rejected		

System Configuration		
Controller	Group	Time Zone

Date of Input	
Date of Removal	