

Lady Ho Tung Hall
Withdrawal of Residential Hall Membership Form

A. To be completed by student

Name of Applicant: _____ Name in Chinese: _____
Contact Phone No.: _____ Room No.: _____
Curriculum/ Year: _____ / _____ University No.: _____

I wish to withdraw by residential hall membership with effect from _____ (date).
(Subject to approval)

Reason for withdrawal (please attach separate sheets of paper where necessary, e.g. air ticket, exchange, leave of absence proof or other relevant proofs)

I understand that students once checked in are responsible for paying the full Hall Lodging Charges, Student Association subscription fee, entrance fee plus the fees of the High Table Dinners held within my residential period. I will have to return the room key, drawer key, key plate and mattress protector to the Hall Office before I check out from the Hall. If there are any damages in the room, I am liable for the cost of repairing or replacement.

Signature: _____ Date: _____

B. To be signed by Tutor of respective floor (please return to the applicant after completed the questionnaire)

I _____ (tutor name) have interviewed the student on _____.

Comments: _____

Signature: _____ Date: _____

(IMPORTANT NOTE: Tutor Please return this application form to the applicant after signing. The applicant is responsible to submit this form to the hall office as soon as possible for further processing.)

FOR OFFICE USE ONLY

C. To be completed by Warden

1. () approve quit hall request () Disapprove quit hall request

Remarks: _____

Signature: _____ Date: _____

*The personal information provided by you herewith will be used for the purposes related to hall administrative procedures only.
Your personal data will be kept confidential and handled by authorized staff only.*