**Academic Year 105 second semester check-out notice (Declaration)**

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| **Item** | **Description** |
| **Check-out**  **time** | From June 24th, 2017, 8:00 to June 25th, 2017, 17:00 |
| **Room Cleaning** | 1.Local Students: Please clean the room and take all personal belongings back home. Any items left on the bed will be discarded.  2.Foreign Students: Students who continue to stay in the dorm (or need to extend the period for staying in the dorm, please register at the Student Housing Service Section) have to go through the check-out procedures. Do not leave any items on the study table and floor in the room, do roll up the mattress and place nicely on the bed, keep everything in the wardrobe and have it locked, take away important belongings, keep the door locked when leaving, as the school will not be responsible for safeguarding the belongings. Any possessions lost due to personal errors will be on one’s own account.  3.Graduate Students: Students who wish to keep staying in the dorm and have paid the deposit do not need to apply for check-out.  4.Clear out and dispose every trash (bed mattress and pillow included) into the trash area. The dormitory will undergo full cleaning from 26th to 28th of June (Area including the fridges, public areas and vacant rooms). |
| **Safety Check** | When leaving, ensure all the power of every electric appliance (Main lamp, table lamp, computer, electric fan) is turned off and all windows are closed for safety measures. |
| **Check-ou**t | Please complete the dormitory check-out procedures at the front desk when leaving. Return the room key and request the resident assistant to check your room and then leave after everything being done. Students who fail to complete either of the procedures will be punished (Accommodation rights for Academic Year 106 will be revoked). |
| **Leaving the Dormitory** | Please check for any food left in the fridge, unreturned items on the dormitory counter or any unreceived mail or package. |
| **Summer Vacation Check-in Time** | The dormitory is available for students from 06/28/2017 (Wed) to 08/23/2017(Wed), 12:00 at noon during summer vacation.  Students who wish to stay in the dorm during the period should apply in the portal or contact Miss Su at SHSS before the 9th of June. |

First Copy (For student)

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| **I have confirmed the Academic Year 105 second semester check-out notice.**  **I am willing to obey the rules and regulations**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Room Number |  | Dept. |  | Student ID No. |  | Name |  | | Dept. |  | Student ID No. |  | Name |  | | Dept. |  | Student ID No. |  | Name |  | | Dept. |  | Student ID No. |  | Name |  | |
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| Second Copy (For resident assistant) |