



## 處理積欠研究生宿舍住宿費及相關費用指引

當同學入住研究生宿舍後，請謹記於“學生資訊料網上服務”(SI Web) 列印其住宿費用和其他相關費用(包括逾期費用)之電子繳費單並準時繳交。若未能於指定時間內繳交費用者，學生資源處將發出欠款警告信。連續兩個學期內收到三封警告信之同學將被勒令立即遷離宿舍。

當收到警告信後，同學須於**二十天內**繳交所欠之金額及相關罰款。最後若未能於限期內繳交款項，學生資源處將會向同學發出遷出令。被勒令遷出的同學須於**七天內**遷離宿舍。遷出令的生效日期將至下一學期，被勒令遷出之同學可以在遷出令失效後重新申請宿舍。累積兩次遷出令的同學將會永久失去申請宿舍的資格。

如有任何疑問或經濟困難，請聯絡學生住宿組(學生資源處)(電郵：[sao.pgh@umac.mo](mailto:sao.pgh@umac.mo) 或於辦公室時間致電：8822 2660)。

### Guidelines for Handling of Overdue Postgraduate House Residence Fees and Other Related Fees

Please be reminded to print the E-Debit Note from the Student Information Web System (SI Web) and pay the residence fees and any other related fees (including overdue payments) after move-in at the Postgraduate House (PGH). Warning letters will be issued to students who have not paid their fees within the designated payment settling period. Students who receive 3 warning letters within 2 consecutive semesters will be evicted immediately.

When students have received the warning letters, they are required to settle their outstanding payments with related penalties **within 20 days**. In case students still have not settled the payment within the designated payment settling period, the Student Resources Section will issue eviction orders to students as the final notifications. Evicted students are required to move out PGH **within 7 days**. The Eviction order will be effective till the end of the next semester. Evicted students are allowed to re-apply PGH after the eviction period. Students who accumulates 2 eviction orders is disqualified permanently for reapplication.

Should you have any enquiries or financial difficulties, please feel free to contact the Student Housing Team of the Student Resources Section at email [sao.pgh@umac.mo](mailto:sao.pgh@umac.mo) or telephone no. 8822 2660 during office hours.