



澳門大學  
UNIVERSIDADE DE MACAU

## 遷離研究生宿舍程序 Postgraduate House (PGH) Check-out Procedure

1. 學生須於遷離日期前至少三個工作天到管理公司填寫遷離宿舍表及預約檢查房間日期。

Students should fill in the Check-out Form and make appointment for checking the room at the Management Company at least 3 working days before the actual check-out day.

2. 於預約當日，管理公司將派員到學生房間檢查物品有否損壞或遺失（若有，須作出賠償），並記錄電錶讀數，學生須歸還所有匙咭。

On the appointed date, the Management Company assigned staff member should check the conditions of the room and record the meter reading. If any property in the room is damaged or lost, the concerned student has to compensate for it. Students have to return all the key cards after checking.

3. 除上述遷離宿舍手續之外，畢業學生還須到出納處繳清所有宿舍相關費用和罰款，方可申請取回保證金（如適用），並方屬完成所有遷離宿舍手續。

Besides the above check-out procedure, graduated students can apply for the refund of the caution fees only after they have settled all the related fees and fines upon check-out at the Treasury Section, which considers as the completion of check-out procedure.

### 注意/Note：

學生應於預約檢查當日清除所有個人物品及垃圾，否則將被處以罰金。

Students are required to remove all their belongings and garbage on the appointed date of checking, otherwise, a fine will be imposed.

詳情可發電郵至 [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo) 查詢。

For details, please email to [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo)