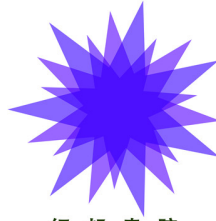




## Luggage Storage Procedure of SPC

1. The eligible students may store their luggage upon move-out starting from the final exam period in the second semester, and retrieve their luggage on or before the first day of the first semester's classes of the following academic year unless otherwise specified.
2. The summer luggage storage fee is MOP50 per standard space. Such price applies no matter how many days the luggage is stored within the storage period, while students can store and retrieve all luggage for one time only (except for special approval). The storage fee should be paid upon retrieval of the luggage via a campus kiosk electronically.
3. Each eligible student can apply to store up to one standard space for storing luggage in the summer unless otherwise approved (the size for each standard space is 60cm x 60cm).
4. Students are required to arrange and pack their luggage well before sending the luggage for storage. For safety and hygiene reason, food & beverage and flammable items (including Lithium battery) are prohibited from summer luggage storage. If there is liquid in your luggage (such as bathing soap), please keep them in zip lock bags or other sealed containers, so as to prevent any leakage. College is not responsible for any damage or loss of the items.
5. Students should purchase and prepare their own packing materials for their luggage storage.
6. Procedure of the summer luggage storage include:
  - a. Packing luggage into boxes or bags by the students themselves
  - b. Proceeding to the General Office of the RC for registration during office hours
  - c. Reading the summer luggage storage notes and signing on the registration form
  - d. Following office instruction, labeling and placing your luggage in the designated area (If needed, students can borrow a trolley temporarily from the College.)
  - e. Receiving a summer luggage storage receipt (students should keep the receipt well for luggage retrieval afterwards)
7. If needed, students can authorize another student to perform the summer luggage storage or luggage retrieval procedure by completing the relevant authorization form.
8. If the luggage is not retrieved on or before the last retrieval date, fine may be levied (refer to Figure 1).



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Figure 1:

Summer Luggage Retrieval Date	Administrative Fee for Late Retrieval	Overdue Charge for Late Retrieval
On or before the last retrieval date	---	---
Grace period (1 month after last retrieval date)	MOP100	---
The first day after grace period and thereafter	MOP100	MOP100 per storage space per month**

\*\* Maximum MOP400 per month and MOP1,200 total charge