



紹邦書院
COLÉGIO SHIU PONG
SHIU PONG COLLEGE

Move-in Procedure of SPC

1. Approach SPC General Office (S9-G016) for the move-in procedure (Monday to Friday, 9:30-13:00 or 14:30-17:30, except public holidays).
2. Move in must be done in-person and bring along with your student card, no authorization is allowed.
3. Complete the Move-in Acknowledgement Form, sign for the “Selected Articles on Code of Conduct in Residential Colleges” and submit one 1.5 inch or 2 inch recent photo.
4. Receive (1)room key card, (2)equipment checklist, (3)physical activity readiness questionnaire (PAR-Q), (4)fitness room user consent form and (5)RC Fee Policy.
5. Returned the (2)equipment checklist, (3)PAR-Q and (4)fitness room user consent form within first 3 days after moving in.

* For students who do not complete the move-in procedure in the designated period without prior notification to the College, students will be considered as “giving up of bed space”.