



Move-out Procedure of SPC

UM regulations require that all first-year students be residential in the college, and actively participate therein. For upper class students, all requests for moving out college during the academic year, a case-by-case approval system should be in place and be subject to the final approval by the respective College Master. Students can either submit the request via email: spc.enquiry@um.edu.mo by using UM webmail or come in person to the office: S9-G016. Move-out interview will be arranged after request. Approval from Master should be granted before move-out.

College move-out procedure:

1. Appointment

- Please bring along **student card** and approach to the **SPC office at S9-G016** for the move-out appointment during office hours or via email: spc.enquiry@um.edu.mo. Students should make appointment at the earliest convenience with **THREE working days** in advance before the actual move out day, and the actual move-out time should be scheduled within office hours.

2. Clean up room and public areas before approaching office

- Clean the room and remove all personal belongings and garbage in room as well as the bathroom & washroom area (Including decoration on the corkboard/doors/wall/windows etc.; inner-side of the assets, like wardrobe/refrigerator/mobile pedestal/shoes cabinet).
- Assets in room should be restored to the original place (remote control will also be checked).
- Remove all personal belongings in public areas of the college -- including pantries, drying areas, common rooms, corridors and mailboxes, etc.

3. After cleaning up the room, please bring along your student ID card and approach office to complete the college move-out procedure according to the appointment date and time

- Please fill up the move-out form.
- The colleague will check the room together with the student. Students are required to compensate property damage or loss in the room if there is any.
- During the room checking, if (1) the personal items or garbage have not been cleaned up, (2) the room has not been cleaned, (3) the assets in room have not been restored, the inspector will remind the student, if the student fails to make correction, related charge will be imposed.
- Students should return the room key card to the colleague, please turn off all the electrical appliances in room and close all the windows before leaving.

Important notice: Except summer luggage, students should no longer store personal belongings in the college after moving out (including pantries, drying areas, common rooms, corridors and mailboxes, etc.). Anything left in rooms or in the public areas will be discarded during summer cleaning and college will not bear any responsibility for loss or damage.