



- ❖ 此表格只用作遷離書院之用，若你是退學或休學，仍須到註冊處填寫辦理離校手續表格。
- ❖ This form is for student moving out from College only. If you withdraw from or defer your studies, please also fill in the **Student Check-out Form** at the Registry.

Ref No.: SPC / / 20

1. 學生資料 / Student Information

書院/Residential College: CKPC CYTC CKLC CKYC FPJC LCWC MLC MCMC SPC SEAC

姓名/Name: _____ 學生證號碼/Student No.: _____

流動電話/Mobile No.: _____ 房間號碼/Room No.: _____

電郵/E-mail: _____

遷離日期/Move-Out Date: _____ (年/yyyy) _____ (月/mm) _____ (日/dd)

遷離原因/Reason(s) of Move-Out#: _____

只適用於非在學年結束時遷離的院生 Only applicable to student who is not moving out during the end of an academic year.

2. 遷離書院時收取之費用及保證金安排 / Move-out anticipated fees payment and refund caution fee

第一部份 / Part 1 辦理遷離書院方法 / Method of Move-out (請選其中一項 / Please choose one option)

- 本人自行辦理遷離書院手續 / I will process the move-out procedure by myself.
- 本人授權 / I authorize (學生證號 / Stud. No.) _____ (姓名 / Name) _____ 辦理遷離書院手續 (需另交授權書) / to process the move-out procedure on my behalf. (Authorization Letter needed)

第二部份 / Part 2 領取保證金(只適用於畢業生、外地交流生及退學)及書院費用退款方法 / Method of Collection of Caution Fee (For graduate students, inbound exchange students and withdrawal of study) and Refund of College Fee

- 畢業生及外地交流生以現金方式自行取回保證金/ For graduate & inbound exchange students, to receive the refund of caution fee by cash by myself.
- 本人同意將保證金和書院費 (如適用) 以自動轉帳方式存入本人在學生資訊網上登記的澳門銀行帳戶。 / I agree to credit the caution fee and college fee (if any) to the bank account that I registered on SI Web via Auto-pay.
- 本人授權澳大學生/ I authorize UM student (學生證號 / Stud. No.) _____ (姓名 / Name) _____ 代取保證金和書院費 (如適用) / to receive the caution fee and college fee (if any).
*請附上雙方之學生證副本及授權書。另外，代理人需在學生資訊網上填寫澳門銀行帳戶資料。 / Please attach student ID copies of both parties and the authorization letter. In addition, the authorized student should update any banking information on SI Web.
- 本人授權非正在就讀澳大的學生 (代理人) / I authorize non-current UM student (姓名 / Name) _____ 代取保證金和書院費 (如適用)，並以自動轉帳的方式存入代理人的澳門銀行帳戶內 / to receive the caution fee and college fee (if any) on my behalf and credit to the authorized person's bank account, in Macau, via auto-pay.
*請附上雙方之身份證明文件副本、授權書、代理人銀行存摺副本及需由代理人填寫的自動轉帳授權書。 / Please attach ID copies of both parties, the authorization letter, the copy of authorized person's bank passbook and the Auto-pay authorization form filled by the authorized person.
- 本人同意將保證金或書院費 (如適用) 以電匯方式存至本人在澳門以外的銀行帳戶內。 / I agree the caution fee and college fee (if any) to credit to my bank account outside Macau via telegraphic transfer. (由於你的銀行可能會收取相關的電匯服務費用，所以您所收到的退款金額可能與我們支付的有所不同/ The amount received may be different from what we paid as your bank may charge you upon receiving the telegraphic transfer.)

請提供以下的銀行資料 / Please provide the following bank information:

- 銀行帳戶名稱 / Bank account name : _____
- 銀行帳戶號碼 / Bank account number : _____
- 銀行名稱 / Bank name : _____
- 銀行地址 / Bank address : _____
- 銀行國際代碼 / Swift Code : _____
- 指定退款貨幣: 港元或美元，請確保你的銀行帳戶可接收外幣款項/ Designated Currency (Please ensure that the bank account can accept foreign remittances: HKD or USD. 如果選用美元作退款貨幣，根據銀行指引，需以英文填寫所有銀行資料 If you choose USD, please provide your banking information in English for further instructions).
- 銀行存摺副本/ Bank passbook copy or bank statements of the relevant account that shows the holder of the bank account and bank account number

*如需存至代理人在澳門之外的銀行帳戶，請填寫以上資料，並附上雙方之身份證明文件副本及授權書。 / If you would like to credit to the authorized person's bank account outside Macau, please provide the information above, ID copies of both parties and the authorization letter.



收集個人資料聲明 Personal Data Collection Statement

- 澳門大學根據第1/2006號法律作為一所公立高等教育機構，將處理在本表格內所收集的個人資料作舉辦活動、提供服務及聯絡之用。The University of Macau being a public institution of higher education as set in Law No. 1/2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.
- 基於活動或服務所需，上述個人資料有可能轉交本澳或外地相關機構。Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao.
- 申請人有權依法申請查閱、更正或更新其存於本校的個人資料。The applicants have the right to access, rectify or update their personal data stored at UM.

學生簽名 / Signature: _____ 日期 / Date: _____

此欄由書院辦公室填寫 / Filled by General Office

學生遷離日期/Move-out on the date of: _____ (年/yyyy) _____ (月/mm) _____ (日/dd)

有/Yes 無/No	項目/Items	金額*/Amount*
<input type="checkbox"/> <input type="checkbox"/>	1. 物品損壞/Article damaged	
<input type="checkbox"/> <input type="checkbox"/>	2. 物品丟失/Article lost	
<input type="checkbox"/> <input type="checkbox"/>	3. 垃圾處理費/Garbage removal fee	
<input type="checkbox"/> <input type="checkbox"/>	4. 清潔費/Cleaning fee	
<input type="checkbox"/> <input type="checkbox"/>	5. 電費應付/Electricity payable	(_____單位/units)
<input type="checkbox"/> <input type="checkbox"/>	6. 水費應付/Water payable	(_____單位/units)
<input type="checkbox"/> <input type="checkbox"/>	7. 暑期住宿費/Summer stay fee	(_____晚/nights)
<input type="checkbox"/> <input type="checkbox"/>	8. 其他費用/Others(請註明/Please Specify):	

* 只適用於畢業生、外地交流生或其他特定情況 Only applicable to graduating students, inbound exchange students, or other specified cases.

- 院生已歸還所有門匙 / Student returned all the door keys
- 已更新學生資訊系統 / Student Information System has been updated
- 已更新餐飲系統 / Meal plan system has been updated

處理人簽名/Handled by: _____ 日期/Date: _____

出納處專用 / For Treasury Section Use Only

A. 退還已預繳之保證金金額 / Refund caution fee which paid in advance 金額 / Amount: MOP _____

B. 保證金退回之確認 (只適用於畢業生及交流生): Acknowledgement of caution fee refund (Graduate & Exchange students only):

本人/委託人 I/ my consignor _____ 已取回已預繳之保證金，金額為澳門幣 received the refund of caution fee of MOP _____)

收款人/Receiver: _____ 日期/Date: _____

APPROVED BY DELEGATION		
Ref. No.: _____ / FO-TRE / 20	Amount: _____	
BC No.: _____	A/C code: _____	
CC code: _____		
Prepared by: _____	Endorsed by: _____	Approved by: _____
_____/_____/_____	_____/_____/_____	_____/_____/_____