

## Guidelines on Application for Student Lockers 2023/2024 2023/2024 學生儲物櫃申請須知

### 1. Eligibility 申請資格

Full-time students studying in academic year 2023/2024 are eligible to apply for lockers. Each student can submit one application only. More than one application submission will be disqualified. 2023/2024 年度之全日制同學均符合資格申請學生儲物櫃。惟每位同學只限遞交申請一次，否則將被取消資格。

### 2. Details of Lockers 儲物櫃資料

#### (a) Locker Location 儲物櫃位置

104 and 124 lockers in Kwai Hing Campus (KHC) and HKMU – CITA Campus (MCC) will be provided respectively. Details are as follows:

學院於葵興校園及荔景校園分別提供 104 及 124 個儲物櫃予同學申請，詳情如下：

Campus 校園	Location 位置	Dimensions 尺寸	Quantity 數量
Kwai Hing Campus (KHC) 葵興校園	9/F 九樓	370mmH(高) x 300mmW(闊) x 400mmD(深)	104
HKMU – CITA Campus (MCC) 荔景校園	G/F 地下	913.5mmH(高) x 300mmW(闊) x 700mmD(深)	24*
	G/F 地下	370mmH(高) x 300mmW(闊) x 400mmD(深)	20
	1/F 一樓	370mmH(高) x 300mmW(闊) x 400mmD(深)	80

\*Students enrolled in DAE11, FHDDES & FHDENG will be given priority

\*修讀 DAE11, FHDDES 及 FHDENG 課程的同學將獲優先考慮

#### (b) Rental Period 租賃期

3 October 2023 to 31 July 2023

2023 年 10 月 3 日至 2023 年 7 月 31 日

#### (c) Rental Fee 租賃費用

HK\$200 (Non-refundable fee)

港幣 200 元正 (不退還費用)

### 3. Application Details 申請詳情

First Round Application 第一輪申請	
Application Procedures 申請程序	Timeline 申請限期
<p><b>Submit Online Application 遞交網上申請</b></p> <ul style="list-style-type: none"> <li>Students submit application before the deadline. Applications will be processed on a first-come-first-served basis, according to the submission time. Priority will be given to students with special needs providing with supporting document(s). 學生於指定限期前遞交網上申請。申請將以先到先得處理，以遞交時間作準。有特殊需要並提供證明文件的學生將獲優先考慮。</li> <li>Students submitting more than one application will be disqualified from the locker application exercise. 如同學提交多於一份申請，其租用儲物櫃的資格將被取消。</li> <li>Students who complete the online application will receive acknowledgement email. 完成網上申請的學生將收到確認電子郵件。</li> </ul>	<p>13 September 2023 – 17 September 2023 2023 年 9 月 13 日至 2023 年 9 月 17 日</p>

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First Round Application 第一輪申請							
Application Procedures 申請程序	Timeline 申請限期						
<p><b>Notification of Application Result 申請結果通知</b></p> <ul style="list-style-type: none"> <li>The application results will be notified via email. 申請結果將以電郵通知。</li> <li>Students whose applications are accepted must pay the locker rental fee before the payment deadline to complete the locker registration process. 獲接納申請的同學須於繳交費用限期前繳付儲物櫃租賃費用以完成登記使用儲物櫃手續。</li> <li>Students whose applications are not accepted will be automatically placed on the waiting list. 未獲接納申請的同學將自動撥入後補名單。</li> </ul>	<p>20 September 2023 2023 年 9 月 20 日</p>						
<p><b>Settle Payment 繳交費用(For Eligible Applicants Only 只限獲接納申請人)</b></p> <ul style="list-style-type: none"> <li>Eligible Applicants should <u>present the Application Result email</u> and <u>settle the rental fee HK\$200</u> within the payment period. 獲接納申請的同學須於繳費限期前親臨葵興校園櫃台，並出示申請結果的電郵通知，以繳交儲物櫃租賃費用。</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;">Payment Location 繳費地點</th> <th style="text-align: center;">Service Hours 服務時間</th> <th style="text-align: center;">Enquiry No. 查詢號碼</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">KHC 11/F Counter 葵興校園 11 樓櫃台</td> <td>9:00am – 7:00pm Monday to Friday 星期一至星期五上午 9:00 至下午 7:00 9:30am – 2:00pm Saturday 星期六上午 9:30 至下午 2:00 CLOSED on Sunday &amp; Public Holidays 星期日及公眾假期休息</td> <td style="text-align: center;">(852) 3120 9988</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Payment Amount &amp; Method: Rental fee HK\$200 by Octopus, EPS or crossed cheque (payable to HONG KONG METROPOLITAN UNIVERSITY) 繳交費用繳費方法: 以八達通、易辦事或劃線支票(抬頭:香港都會大學)方式繳付港幣 200 元正。</li> <li>Paid rental fee is non-refundable 已支付的儲物櫃租賃費用不設退款。</li> <li>Locker will only be allocated to students who settled the rental fee HK\$200 by the deadline, late payment will not be considered. If students fail to settle the payment by the deadline, it will be considered that you have opted not to rent the locker. Your quota will be forfeited immediately without further notice, and the place will be released to the students who are on the waiting list. Due to overwhelming applications, please settle the payment as soon as possible in order to secure your right for the use of locker. 儲物櫃只會編派給在截止限期前成功支付儲物櫃租賃費用港幣 200 元正的學生，逾期付款將不被接納。如同學未能於截止限期繳交費用，將視為放棄參加是次申請，同學的名額將隨即給予候補名單內的同學，而我們將不會再作事先通知。請盡早完成付款，以確保能順利租借儲物櫃。</li> </ul>	Payment Location 繳費地點	Service Hours 服務時間	Enquiry No. 查詢號碼	KHC 11/F Counter 葵興校園 11 樓櫃台	9:00am – 7:00pm Monday to Friday 星期一至星期五上午 9:00 至下午 7:00 9:30am – 2:00pm Saturday 星期六上午 9:30 至下午 2:00 CLOSED on Sunday & Public Holidays 星期日及公眾假期休息	(852) 3120 9988	<p>20 September 2023 – 26 September 2023  2023 年 9 月 20 日至 2023 年 9 月 26 日</p>
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First Round Application 第一輪申請	
Application Procedures 申請程序	Timeline 申請限期
<p><b>Notification of Locker Assignment 儲物櫃分配通知</b></p> <ul style="list-style-type: none"> <li>Locker location number will be allocated randomly. 儲物櫃位置編號將以隨機分配處理。</li> <li>Locker allocation result will be released via email. Request of the change of locker location and number will NOT be accepted. 儲物櫃分配結果將通過電郵通知。不接受更改儲物櫃位置和編號的要求。</li> <li>Students must adhere to the Regulations Governing the Use of Student Lockers 學生必須遵守學生儲物櫃使用守則。</li> </ul>	<p>3 October 2023 2023 年 10 月 3 日</p>
Handling of First Round Waitlist Application 第一輪申請後補名單處理	
<p>If students who are accepted in the first round application fail to settle the payment by the deadline, the quota will be released to the students on waiting list. Students on waiting list who are invited to complete the locker registration will be notified by email. 如第一輪獲接納申請的學生未能在截止日期前繳交費用，名額將給予候補名單上的學生。候補名單上獲邀登記儲物櫃的同學將收到電郵通知。</p>	<p>October 2023 2023 年 10 月</p>
Second Round Application 第二輪申請	
<p>The Second Round Application will be announced only if lockers available after the First Round Application and there is no waitlist. 僅當第一輪申請後有儲物櫃可用，並且沒有候補名單時才會公佈第二輪申請。</p>	<p>To be announced 有待公佈</p>

#### 4. Regulations Governing the Use of Student Lockers 學生儲物櫃使用守則

- (a) After receiving the locker assignment notification, students can use the registered locker and secure it with their own padlock.  
學生取得儲物櫃分配通知後，可自行使用已註冊的儲物櫃及以自備掛鎖來鎖定儲物櫃。
- (b) Unauthorized use of locker is strictly prohibited. Students are not allowed to occupy unregistered lockers without authorization.  
嚴禁未經授權使用儲物櫃，學生不得擅自佔用未登記的儲物櫃。
- (c) The right to use the locker is not transferable. Students are not allowed to make any alternations to the use of lockers.  
學生不得轉讓使用儲物櫃的權利或轉借儲物櫃予其他人士。學生不得對儲物櫃的使用進行任何更改。
- (d) Storage of any items that would cause or likely to cause security risk, physical danger or nuisance to the environment or other members of the School (e.g. explosives, food, obscene publications and photos, cigarettes and alcoholic drinks, etc.) are prohibited. Cleanliness should be maintained.  
學生不得存放非法或導致危害環境及他人安全之物品、食物、違禁品如淫褻書刊或照片、煙酒等，並應保持儲物櫃清潔。

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- (e) No promotional materials or stickers should be stuck on the lockers. Graffiti or damages to lockers are not allowed. Students will be charged against the repair cost in case of violations.  
學生不得在儲物櫃上張貼任何物品及宣傳物品、塗鴉或破壞儲物櫃，違者須繳付有關維修或替換儲物櫃的費用。
- (f) Students should take full responsibility for the items stored in their lockers.  
放置在儲物櫃內的物品如有損壞及遺失，學生須自行承擔一切責任。
- (g) Students should report any damages or faults of their lockers to Student Affairs Office as soon as possible. LiPACE reserves the right to charge the students any expenses incurred for repair of the lockers under their use.  
如發現儲物櫃有任何損壞，應立即通知學生事務處。否則學生可能須負上全部責任，包括繳付維修費用。
- (h) LiPACE reserves the right to, without notifying the user in advance, open any locker in case of emergency or any violation of the above regulations. But in most cases, staff will only open a locker in the presence of an authorized officer of LiPACE.  
學院保留在未有通知學生的情況下，開啟、檢查及清理被佔用儲物櫃之權利。在一般情況下，職員只會在獲授權之主任在場下方會開啟儲物櫃。
- (i) Students are required to clear their lockers and remove the padlocks by the end of the rental period. All materials inside the lockers will be disposed without notice after the expiry date, and LiPACE will not bear any responsibility for loss of, or damage to, the materials.  
學生須於指定限期前清理儲物櫃之一切物品，包括掛鎖。所有於租用期滿後仍存放於儲物櫃內的物品，將一律被視作遺棄物論，學院將安排處理或棄掉而不作另行通知。同學若因此引致任何損失，本院概不負責。
- (j) Students who violate the locker usage regulations will lead to immediate termination of both the current and future rights to use lockers.  
學生如違反使用守則，將被立刻終止使用儲物櫃及日後申請儲物櫃之權利。

#### 5. Right of Interpretation 解釋權

- (a) Student Affairs Office reserves the final right of interpretation of the Guidelines on Application of Student Lockers 2023/2024.  
學生事務處擁有對本指引的最終解釋權。
- (b) Student Affairs Office reserves the final right of decision in cases of disputes concerning the rental of lockers.  
涉及借用儲物櫃之事宜，如在執行中有任何異議，學生事務處擁有最終決定權。

#### 6. Enquiries 查詢

Student Affairs Office 學生事務處

Email 電郵	lipace_sao@hkmu.edu.hk
Telephone 電話	(852) 3120 9952
Office Address 辦公室地址	K1010-A, 10/F, Kwai Hing Campus, Tower 2, Kowloon Commerce Centre, 51-53, Kwai Cheong Road, Kwai Chung, N.T. 新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座葵興校園 10 樓 K1010-A 室