

- ❖ 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.: \_\_\_\_\_

### 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<sup>#</sup>: \_\_\_\_\_

# 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.

已知悉退房時需要帶走所有私人物品，遺留在房間及公共空間的物品可被丟棄，澳門大學將不會為其物品之遺失或損壞承擔任何責任。I acknowledged that I should take away all personal effects and belongings upon move-out. Anything left in the room and common areas may be discarded. I understand that UM will not bear any responsibility for loss or damage.

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. 保證金退還之確認 (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: _____
_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____