



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

宿舍退宿申請表
Dormitory Room Clearance Request Form

申請人資料 Personal Details:

姓名 Name: _____ 學生編號 Student No.: _____

宿舍類別 Dormitory Type : F座/Block F G座/Block G L座/Block L M座/Block M
 P座/Block P 國興/K.H. 其他/Other

房間編號 Room Number : _____

床位編號 Bed Number : A床 B床 C床 D床 E床

退宿日期 Date of clearance : _____ (DD/MM/YYYY)

退宿時間 Time of clearance : _____

退宿原因 Reason for clearance : _____

澳門聯絡地址及電話 Contact address and tel. No.(Macau) : _____
_____ (TEL: _____)

住宿生簽名 Applicant's Signature: _____ 日期/Date: _____

學生事務處專用 For SA Office Use Only

- 1、已提醒清潔房間及交還鑰匙/Garbage should be cleaned up before left, and return key 是/Yes 否/No
2、已領取《完成退宿手續確認書》/ Receive "Dormitory Room Clearance Request Form" 是/Yes 否/No

根據"澳門科技大學學生宿舍章程及物品簽收表"規定，賠償或繳付下列項目：

Penalty in lieu to be paid to MUST as stated in 'Dormitory Regulations of Macau University of Science and Technology' and specific receipts :

資產名稱/Properties	狀況/State	賠償/繳付/Penalty	退宿生簽署確認 Signature
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

學生事務處職員簽名 SA Staff's Signature: _____ 日期/Date: _____ (DD/MM/YYYY)

- 批准/Application accepted
 不批准/Application not accepted (Reason: _____)

負責人簽署/Authorized Signature : _____ 日期/Date: _____

- 住宿生需於退宿前 15 天提出申請
15 days before to apply for move-out are compulsory.
- 無論何時遷出學生宿舍，所繳付之宿費將不予發還及轉讓。
Rent is non-refundable and non-transferable, regardless of move-out dates.
- 辦理退學手續必須先申請《完成退宿手續確認書》
Complete the "Dormitory Room Clearance Request Form" before apply for withdrawal.