

THE UNIVERSITY OF HONG KONG

FACULTY OF ARTS

Application for Locker

1. Students may apply for a locker according to the following schedule. Please fill in the attached application form in advance for submission to the Faculty Office (Address: Room 405, 4/F, Run Run Shaw Tower, Centennial Campus, HKU).

Category	Date	Time
BA Year 1	February 12 – 13, 2019	9:30 a.m. – 12:30 p.m.; 2:30 p.m. – 5:30 p.m.
BA Year 2 or above	February 14 – 15, 2019	9:30 a.m. – 12:30 p.m.; 2:30 p.m. – 5:30 p.m.
BA&LLB Year 1 - 3	February 14 – 15, 2019	9:30 a.m. – 12:30 p.m.; 2:30 p.m. – 5:30 p.m.

2. Lockers will be allocated on a first-come-first-served basis in each of the above assigned period. Lockers at the Library Extension Building and then those at the Main Building will be allocated after those at the Run Run Shaw Tower are taken up.
3. Students who already have a locker allocated by the Faculty will not be served.
4. Students who come to apply for a locker before their assigned period will not be served.
5. Students who have missed their assigned period may come to apply for a locker on February 18, 2019 from 2:30 p.m. to 5:30 p.m.
6. BA and BA&LLB students are required to return the locker upon their completion of their current studies.

January 14, 2019

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Lockers are made available on the following conditions:

1. **Full-time students may apply for a locker by submitting this application form to the Arts Faculty Office in person with their HKU student card during the assigned period as shown overleaf.**
2. Allocation is subject to the availability of lockers.
3. Once a locker is allocated to a student, he/ she is responsible for the security of items stored in it, and also for the proper maintenance of the locker and key. The University is not liable for any damage to, or loss of belongings in, the locker from any cause whatsoever. Students are not allowed to change their lockers without the permission of the Faculty.
4. Lockers are allocated free of charge, but a fine will be imposed on students for lost keys and replacement of keys. A fine of \$150 will be charged if the key is not returned to the Faculty office upon students' graduation.
5. Signing for a locker key indicates applicant's acceptance of the above conditions.

Name: _____
(in BLOCK letters, according to the name shown on your Student Card)

U. No.

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Curriculum: BA/ BA&LLB* Study Year: _____

Tel: _____ Email: _____

Date: _____ Signature: _____

*Please delete as appropriate.

For Office Use

Locker no.: _____

Handled by: _____

Date: _____