



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Residence Luggage Storage Service

Residential Hall Office
University of Saint Joseph

Statement

Luggage Storage Service is provided for eligible residents, visitors and guests of the Residential Hall. This document states the eligibility for those who can apply the service, terms and conditions applied to the users, application and operational procedure, financial charges and related documents.

Eligibility

The following persons are eligible to apply and/or use the service.

1. Current USJ student and staff residents who will leave the Residential Hall less than 183 consecutive full days and confirm to stay again after by withholding the security deposit.
2. Any Visiting Academic who holds a valid University Residence Lease and has the confirmation of the renewal of the Lease within 4 months.
3. Non-returning residents who will leave their luggage no more than 31 consecutive days.
4. External Guests and Visitors who will leave their luggage for no longer than 24 consecutive hours right after their check out.

Terms and Conditions

1. Each item of luggage is required to be packed within total dimensions of 2000mm.
2. Harmful, dangerous, explosive, and illegal items are NOT allowed in the luggage.
3. Due to the capacity of the storage, the service is on a first come first serve basis.
4. Anything that is stored for less than 24 hours is considered and/or charged as one single whole day.
5. Eligible applicants are required to relocate their luggage to the storage by themselves.
6. Only authorised USJ staff and the corresponding eligible applicants may reach/retrieve the luggage from the storage.
7. The University reserves the right to open, examine, and/or dispose of the luggage when necessary. The University shall perform due diligence in managing the luggage storage service but is not liable for the security or loss of the luggage.
8. The University does not provide any kind of delivery or postal services including shipping for any residents.

Application and Operational Procedure

1. Resident raises the request by downloading and/or filling the application form;
2. Resident sends the application form to residence@usj.edu.mo or submit in person before s/he checks out.
3. Residential Hall Office replies to the applicant by email.
4. If the application is approved, the eligible applicant is required to fill the declaration by the 1st day of storage.



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5. S/he is required to lock his/her luggage and relocate the luggage to the storage by himself or herself.
6. On a one-time basis, eligible applicant is required to retrieve his or her luggage from the storage with their valid BIR, personal ID, passport, staff card, or student card by the end date claimed on the application form and/or declaration.

Payment

1. Each eligible resident entitles the first storage space for free.
2. Each extra item is charged MOP\$10/day.
3. Payment is to be made by bank cheque, bank draft, credit card, or cash in Treasury Counter in Finance Office which is located on the ground floor of the Academic Building during the office hours.
4. All payment will be non-refundable and non-transferrable.

Late Retrieval Penalty

1. If an eligible applicant fails to retrieve his/her luggage by end of the date claimed on the application form and/or declaration, MOP\$50/luggage/day will be charged for the extension of the storage period. For returning residents, the penalty may be deducted from their security deposit.
2. Residential Hall Office reserves the right and authority to dispose of any overdue stored luggage 2 weeks after the official overdue notification is sent to the eligible applicant.

Related Documents

1. [20190814-Application Form and Declaration for Residence Luggage Storage-V002](#)

The above is subject to ongoing review and amendment as appropriate.

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Approved by: Line Manager Vice-rector Professor Alvaro Barbosa

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Access Right: Available to the public

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