



Residence Luggage Storage Service

Statement

Luggage storage service is provided for University student residents who need to leave the Residence for the summer or for exchange abroad when the semester finishes, but will continue their stay afterwards. The same service can also be applied to visiting professors staying in the University Residence for a longer term, as defined below.

Eligibility

- Current student resident who will not stay in RH during the summer but will continue to stay in the University Student Residence after the summer break.
- Current student resident who will leave RH for a period due to participation in an exchange programme but will continue to stay in the University Student Residence after the exchange programme finishes.
- Visiting Professor who holds a valid University Residence Lease and has the confirmation of the renewal of the Lease after the summer break.

Terms and Conditions

1. Each item of luggage is required to be packed within a dimension of 90cm(length) X 75cm(width) X 43cm(height) and up to 10kg (around 22lb) in weight.
2. Food/drink, electric products, electronic products, consumables, fragile, valuable, perishable, harmful, dangerous and illegal items are not allowed in the luggage.
3. Each eligible resident may apply for 2 free-storage spaces and additional charge will be required starting from the 3rd storage space.
4. Eligible applicant is required to retrieve their luggage (on one-time basis during USJ working hours) from the storage room within the retrieval period together with their personal ID/student card.
5. Eligible applicants are required to lock their luggage and relocate their personal belongings to the storage by themselves.
6. The University has the right to open and examine the luggage when necessary.
7. Only authorized USJ staff and eligible applicants can reach/retrieve the luggage.
8. The University shall perform due diligence in managing the luggage storage services but is not liable for the security/loss of the luggage storage.
9. The University reserves the right to amend these terms and conditions without prior notice.

Payment

1. Starting from the 3rd storage space, each storage space is charged MOP100/month.



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2. Payment Method – **Pay Cash** in Treasury Counter in Finance Office on G/F of Academic Building.
3. Refund will NOT be granted once an applicant has settled the payment.

Application Procedure

In order to successfully apply for the summer luggage storage service, the applicant has to follow and fulfill the below.

1. Returning resident has to raise this request by filling the application form¹ and sending it to Central Services Office – Residence Unit (CSO-RU) by email (residence@usj.edu.mo) or submitting it to CSO on 3/F of Academic Building in person before the deadline.
2. After approval, CSO-RU will reply to the applicant by email as notification and the applicant has to reply to the same email with relevant information such as expected storage date and time as confirmation.
3. Eligible applicant is required to fill the declaration on the 1st day of storage, required to lock his/her luggage and has to relocate the personal belongings to the storage by himself/herself.
4. Eligible applicant is required to retrieve² his/her luggage (on one-time basis during USJ working hours) from the storage room within the retrieval period.
5. Storage is on first come first serve basis.
6. Late application may not be accepted.

Late Retrieval Penalty

- If the eligible applicant could not retrieve his/her luggage within the retrieval period, they should send advance notice to CSO, and MOP100/luggage/week will be charged for the extension of the storage period.
- CSO-RU has the right and authority to dispose of any overdue stored luggage 2 weeks after the official overdue notification to the eligible applicant.

Related Documents

- Application Form for Residence Luggage Storage Service (CSO-528-0418-01)
- Declaration of Residence Luggage Storage Service (CSO-529-0418-01)

Approved by the University's Executive Council

Date: 17 April 2018

¹ It can be downloaded on the USJ website or obtained from CSO or warden at the Residential Hall. This form serves as an application only, the final arrangement is subject to the room availability.

² Bring their valid personal ID/student card when retrieving their luggage.