

TUNG WAH COLLEGE
Facilities Management Office (FMO)
Application for Waiver of Student Locker Fee

LR No.: R/N-

Please read the notes below before completing this form:

1. Application should be submitted to the Facilities Management Office (in-person)
 (11/F, No. 98, Shantung Street, Mongkok, Kowloon; Office hours: Monday – Friday: 9:00am – 6:00pm.)
2. True copy of the approval letter of Comprehensive Social Security Assistance (CSSA) Scheme from Social Welfare Department, HKSAR should be submitted together with this application, and application without any complete supporting document would not be considered.
3. Processing time would normally take 14 days.

Section A: Particulars of applicant (to be completed by student)

Student Name: _____	Student Number: _____
Programme Title: _____	Year of Study: _____
Email Address: _____	Contact Number: _____
Locker Location: _____ () Floor, KPC/MKA/MKB/KHC*	Locker Number: _____

Section B: Request for wavier of student locker fee (to be completed by student)

To wavier the student locker fee (attached with the valid CSSA approval letter) (Academic AY ____ / ____)

Payee: _____ (In full) Bank Name: _____ A/C Number: _____
 (Must be the name of the applicant)

Signature of Student: _____ Date: _____
**Tick as appropriate*

Section C: Recommendation by Facilities Management Office

Recommended Not recommended

Comments: _____

Signature: _____ Post: _____

Name: _____ Date: _____

Section D: Approval by Director of Finance

Approved Not approved

Comments: _____

Signed by: _____ (Director of Finance) Date: _____

Section E: To be completed by Facilities Management Office

	Date	Signature
(a) Receipt of application form	_____	_____
(b) Verification of the application	_____	_____
(c) Preparation of PRN to FO	_____	_____