



HONG KONG CHU HAI COLLEGE

DEPARTMENT OF JOURNALISM AND COMMUNICATION

EQUIPMENT BORROWING CARD APPLICATION FORM

REF NO: _____

Applicant:	Student Number:
Programme and Year:	Tel. No.:

Terms and Conditions:

Photo provided ☐

1. The card application process takes about 7 working days.
2. The applicant needs to pay a cash deposit of HKD500 to Department Studio Officer at W201.
3. The applicant must report the loss of the card immediately in order to prevent an unauthorized use of the lost card. The applicant may apply for a Replacement card at a cost of HKD50.
4. The refund can only be processed once every academic year.
5. The refund process takes about 7 working days.
6. Cash will be issued for the refund.
7. The applicant must apply for a refund within six months after graduating or dropping out from college. Otherwise, the refund request will no longer be accepted, and the deposit will be forfeited without any further notice.

☐ I have read and accepted the terms and conditions above.

Applicant	Signature:	Date:
Deposit HKD500 received by Studio Officer	Signature & Chop:	Date:
Card received by Applicant	Signature:	Date:

REFUND OF EQUIPMENT BORROWING CARD

Card received by Studio Management Office	Signature:	Date:
Refund Amount (HK\$)	Signature:	Date:
Cash received by Applicant	Signature: (applicant)	Date:
Checked by JCM Admin	Signature:	Date:

Remarks :