

2023 spring semester

Letter of authorization for Check-Out Procedure

I, the principal sign, am unable to personally process the check-out procedure within the regulated time.

I hereby authorize the trustee sign to act on my behalf and return the key. I have already cleaned up my responsible area and didn't damage any public property, otherwise, my deposit will be deducted.

Principal:

* Principal knows that I should I. finish cleaning and emptying my space and public area, II. Confirm the equipment have no damage, and III. Give my key to the trustee.

In case of inaccuracies, I'm willing to deduct the deposit and be punished by the "Student Dormitory Guidance and Management Regulations" and "Guideline for the Awards and Punishments of Residents in NTPU Dormitory". (Mark For Confirmed)

Name	Student ID	Department
Bldg	Room/ Bed No.	Cell phone No.
<input type="checkbox"/> Sun <input type="checkbox"/> Moon <input type="checkbox"/> Star <input type="checkbox"/> Morn	/	

Trustee:

* Trustee confirmed all the things as follows: I. The principal had finished cleaning and emptying the personal space and public area, II. The equipment of the consignor has no damage, and III. Received principal's key. If any is unfinished, the trustee needs to finish it. (Mark For Confirmed)

Name	Student ID	Department
Bldg	Room/ Bed No.	Cell phone No.
<input type="checkbox"/> Sun <input type="checkbox"/> Moon <input type="checkbox"/> Star <input type="checkbox"/> Morn	/	

- ✧ Please bring the form finished to the SHS office in Glorious Morn Building 1F to Ms. Wu 5 working days before your check-out. (9 am-noon, 2 pm-5 pm)
- ✧ SHS will give a copy to the principal after receiving the application. The principal needs to give the copy and "checklist for check out" (data-filled) to the trustee for the following checking.
- ✧ Resident can entrust other residents who live in the same bldg. (to avoid inconvenience to other roommates, it needs to be the same sex to principal and trustee if they are from morn bldg.).

Staff:

Date: