

# 學生儲物櫃申請指引

## Student Locker Application Guidelines

所有在讀全日制學生均可申請使用學生儲物櫃。請於申請前細讀以下指引和守則。  
All active full-time students are eligible to apply for student lockers. Please read the following guidelines and rules carefully before application.

### 申請詳細 Application Details

#### (a) 申請期 Application Period

2024年9月1日至30日

1 – 30 September 2024

#### (b) 申請時間表 Application Schedule

輪次 Round	申請日期 Application Period	儲物櫃上鎖日期 Locker Lock-up Date
首輪 1 <sup>st</sup> Round	2024年9月1日至2024年9月8日 1 September 2024 – 8 September 2024	2024年9月12日起 12 September 2024 onwards
第二輪 2 <sup>nd</sup> Round	2024年9月9日至2024年9月15日 9 September 2024 – 15 September 2024	2024年9月19日起 19 September 2024 onwards
第三輪 3 <sup>rd</sup> Round	2024年9月16日至2024年9月22日 16 September 2024 – 22 September 2024	2024年9月26日起 26 September 2024 onwards
第四輪 4 <sup>th</sup> Round	2024年9月23日至2024年9月30日 23 September 2024 – 30 September 2024	2024年10月7日起 7 October 2024 onwards

#### (c) 申請程序 Application Procedures

##### 遞交網上申請 Submit Online Application

- 學生須於指定限期前經 MyPortal (<https://myportal.vtc.edu.hk>) 遞交網上申請。儲物櫃將由系統以先到先得的形式隨機編配。成功申請後不設選擇儲物櫃位置及號碼的服務。  
Students are required to submit their online application through MyPortal (<https://myportal.vtc.edu.hk>) before the designated deadline. Lockers will be randomly assigned by the system on a first-come, first-served basis. There is no service to choose the location and number of the assigned locker after a successful application.
- 每位學生於每個學年只可申請及使用一個儲物櫃，如學生提交多於一份申請，其餘的申請將不會被接納。  
Each student can only apply for and use one locker per academic year. If a student submits more than one application, the additional application(s) will not be accepted.
- 學生必須自備鎖頭，並把已分配之學生儲物櫃鎖上，以防止其被佔用。如發現分配給學生的儲物櫃沒有上鎖，學院有權收回該儲物櫃，櫃內所有物品將會被清理而不作另行通知。請妥善保管鑰匙或密碼，避免無法開啟鎖頭的情況發生。  
Students are required to bring their own locks and lock the assigned student lockers to prevent their assigned lockers from being occupied. If the assigned student lockers are found unlocked, the Campus will have the right to confiscate the locker, and all items inside will be cleared without further notice. Please take good care of the keys or passwords, and avoid the inability to open the locks.

# 學生儲物櫃使用守則

## Student Lockers Usage Rules

### 1. 使用守則 Usage Rules

- (a) 所有在讀全日制學生均可申請使用學生儲物櫃。  
All active full-time students are eligible to apply for student lockers.
- (b) 每位學生於每個學年只可申請及使用一個儲物櫃，如學生提交多於一份申請，其餘的申請將不會被接納。  
Each student can only apply for and use one locker per academic year. If a student submits more than one application, the additional application(s) will not be accepted.
- (c) 學生儲物櫃以先到先得形式由系統隨機編配，成功申請後不設選擇儲物櫃位置及號碼之服務。  
Lockers would be randomly assigned by the system to applicants on a first-come, first-served basis. Successful applicants have no choice over the locker location and number.
- (d) 學生儲物櫃的使用權不可轉讓他人，學生亦不可私下互換儲物櫃。如放棄使用儲物櫃，請電郵通知學生發展處（電郵：st-sdo@vtc.edu.hk）。  
The right to use the locker is non-transferable. Student Development Office (SDO) should be notified via email if student decides to give up the use of the locker (Email: st-sdo@vtc.edu.hk).
- (e) 嚴禁未經許可人士佔用儲物櫃。如發現違規佔用情況，學院有權剪鎖並按既定程序處理櫃內物品，而不作另行通知。學院無須承擔任何清理儲物櫃相關損失。  
Unauthorized occupation of student lockers is strictly prohibited. If any unauthorized occupation is discovered, the Campus has the right to cut the lock and handle the items inside the locker according to the established procedures, without further notice. The Campus will not be responsible for any losses related to the clearing of the student lockers.
- (f) 儲物櫃主要供學生存放書本、閱讀材料、文具及相關學習物品。禁止存放任何存在安全風險或可能危害環境及他人的物品（例如貴重物品、金錢、易變質物品或食物、危險品、爆炸品及動物等）於儲物櫃內。請勿存放任何貴重物品於儲物櫃內，學院不會對相關損失負責。  
Student lockers are primarily for the storage of textbooks, reading materials, stationery, and related learning items. It is prohibited to store any items that pose a safety risk or may jeopardize the safety of the environment and others (such as valuables, money, perishable items or food, dangerous items, explosives, and animals). Please do not store any valuable items in the lockers, as the Campus will not be responsible for any related losses.
- (g) 儲物櫃鎖頭及櫃內物品如有損壞及遺失，學生須自行承擔一切責任。學院在任何情況下均不承擔責任。  
For any damage or loss of the locker locks and the items stored inside, the students shall bear full responsibility. The Campus will not be responsible in any circumstances.
- (h) 學生必須自備鎖頭，並把已分配之學生儲物櫃鎖上，以防止其被佔用。如發現分配給學生的儲物櫃沒有上鎖，學院有權收回該儲物櫃，櫃內所有物品將會被清理而不作另行通知。請妥善保管鑰匙或密碼，避免無法開啟鎖頭的情況發生。  
Students are required to bring their own locks and lock the assigned student lockers to prevent their assigned lockers from being occupied. If the assigned student lockers are found unlocked, the Campus will have the right to confiscate the locker, and all items inside will be cleared without further notice. Please take good care of the keys or passwords, and avoid the inability to open the locks.

- (i) 儲物櫃為學院資產，學生禁止在儲物櫃上張貼任何貼紙、宣傳物品、圖片、海報、掛飾或進行塗鴉及破壞儲物櫃。

The student lockers are the property of the Campus. Students are prohibited from posting any stickers, promotional materials, pictures, posters, hangings, or engaging in graffiti and damaging the lockers.

- (j) 如有儲物櫃損毀或遭他人蓄意破壞，學生須立即向學生發展處報告。學院保留向有關學生追討維修儲物櫃的費用之權利。

If a student locker is damaged or intentionally vandalized by someone, the student must report it immediately to the Student Development Office (SDO). The Campus reserves the right to recover the repair costs of the locker from the responsible student(s).

- (k) 學生須於退學或停學後一星期內清空儲物櫃。逾期使用該儲物櫃一律視為違規佔用。

Students must clear their lockers within one week after withdrawing from the study or being suspended. Any continued use of the locker beyond this period will be considered unauthorized occupation.

- (l) 學生須於每年七月三十一日前清空儲物櫃並移除鎖頭。逾期未清理，學院有權剪鎖並依程序處理櫃內物品，不作另行通知。學院無須承擔任何清理儲物櫃相關損失。

Students must clear their lockers and remove the locks by 31<sup>st</sup> July each academic year. If they fail to do so by the deadline, the Campus has the right to cut the locks and handle the items inside the lockers according to the established procedures, without further notice. The Campus will not be responsible for any losses related to the clearing of the student lockers.

- (m) 在緊急情況或學生違反儲物櫃使用守則時，學院有權剪鎖並檢查，而不作事先通知。

In emergency situations or when a student violates the locker usage rules, the Campus has the right to cut the lock and inspect the contents, without prior notice.

- (n) 若學生違反儲物櫃使用守則，學院有權立即終止其儲物櫃使用權，並取消其日後申請儲物櫃之資格。

If a student violates the student locker usage rules, the Campus has the right to immediately terminate their locker usage rights and also cancel their eligibility to apply for a locker in the future.

## 2. 解釋權 Right of Interpretation

- (a) 學院擁有對本指引和守則的最終解釋權。

The Campus reserves the final right of interpretation over Student Locker Application Guidelines and Student Lockers Usage Rules.

- (b) 有關儲物櫃使用之事宜，如在執行中有任何異議，學院擁有最終決定權。

Regarding matters related to the use of lockers, the Campus has the final decision-making power if there is any disagreement in the implementation.

## 3. 查詢 Enquiries

學生發展處 Student Development Office (SDO)

電郵 Email	st-sdo@vtc.edu.hk
電話 Telephone	(852) 2256 7666
辦公室地址 Office Address	新界沙田禾輦源禾路21號039室 Room 039, 21 Yuen Wo Road, Wo Che, Sha Tin, New Territories