

学生储物柜申请指引

Student Locker Application Guidelines

所有在读全日制学生均可申请使用学生储物柜。请于申请前细读以下指引和守则。

All active full-time students are eligible to apply for student lockers. Please read the following guidelines and rules carefully before application.

申请详细 Application Details

(a) 申请日期 Application Period

2025 年 9 月 1 日至 30 日

1 – 30 September 2025

(b) 申请时间表 Application Schedule

轮次 Round	申请日期 Application Period	储物柜上锁日期 Locker Lock-up Date
首轮 1st Round	2025 年 9 月 1 日至 2025 年 9 月 8 日 1 September 2025 – 8 September 2025	2025 年 9 月 15 日起 15 September 2025 onwards
第二轮 2nd Round	2025 年 9 月 9 日至 2025 年 9 月 15 日 9 September 2025 – 15 September 2025	2025 年 9 月 22 日起 22 September 2025 onwards
第三轮 3rd Round	2025 年 9 月 16 日至 2025 年 9 月 22 日 16 September 2025 – 22 September 2025	2025 年 9 月 29 日起 29 September 2025 onwards
第四轮 4th Round	2025 年 9 月 23 日至 2025 年 9 月 30 日 23 September 2025 – 30 September 2025	2025 年 10 月 9 日起 9 October 2025 onwards

(c) 申请程序 Application Procedures

递交网上申请 Submit Online Application

- 学生须于指定限期前经 MyPortal (<https://myportal.vtc.edu.hk>) 递交网上申请。储物柜将由系统以先到先得的形式随机编配。成功申请后不设选择储物柜位置及号码的服务。
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.
- 每位学生于每个学年只可申请及使用一个储物柜，如学生提交多于一份申请，其余的申请将不会被接纳。
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.
- 学生必须自备锁头，并把已分配之学生储物柜锁上，以防止其被占用。如发现分配给学生的储物柜没有上锁，学院有权收回该储物柜，柜内所有物品将会被清理而不作另行通知。请妥善保管钥匙或密码，避免无法开启锁头的情况发生。
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.

学生储物柜使用守则

Student Lockers Usage Rules

1. 使用守则 Usage Rules

- (a) 所有在读全日制学生均可申请学生储物柜。
All active full-time students are eligible to apply for student lockers.
- (b) 每位学生于每个学年只可申请及使用一个储物柜，如学生提交多于一份申请，其余的申请将不会被接纳。
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) 学生储物柜以先到先得形式由系统随机编配，成功申请后不设选择储物柜位置及号码之服务。
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) 学生储物柜的使用权不可转让他人，学生亦不可私下互换储物柜。如放弃使用储物柜，请电邮通知学生发展处（电邮：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) 严禁未经许可人士占用储物柜。如发现违规占用情况，学院有权剪锁并按既定程序处理柜内物品，而不作另行通知。学院无须承担任何清理储物柜相关损失。
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) 储物柜主要供学生存放书本、阅读材料、文具及相关学习物品。禁止存放任何存在安全风险或可能危害环境及他人的物品（例如贵重物品、金钱、易变质物品或食物、危险品、爆炸品及动物等）于储物柜内。请勿存放任何贵重物品于储物柜内，学院不会对相关损失负责。
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) 储物柜锁头及柜内物品如有损坏及遗失，学生须自行承担一切责任。学院在任何情况下均不承担责任。
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) 学生必须自备锁头，并把已分配之学生储物柜锁上，以防止其被占用。如发现分配给学生的储物柜没有上锁，学院有权收回该储物柜，柜内所有物品将会被清理而不作另行通知。请妥善保管钥匙或密码，避免无法开启锁头的情况发生。
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) 储物柜为学院资产，学生禁止在储物柜上张贴任何贴纸、宣传物品、图片、海报、挂饰或进行涂鸦及破坏储物柜。

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) 如有储物柜损毁或遭他人蓄意破坏，学生须立即向学生发展处报告。学院保留向有关学生追讨维修储物柜的费用之权利。

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) 学生须于退学或停学后一星期内清空储物柜。逾期使用该储物柜一律视为违规占用。

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) 学生须于每年七月三十一日前清空储物柜并移除锁头。逾期未清理，学院有权剪锁并依程序处理柜内物品，不作另行通知。学院无须承担任何清理储物柜相关损失。

Students must clear their lockers and remove the locks by 31st 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) 在紧急情况或学生违反储物柜使用守则时，学院有权剪锁并检查，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) 若学生违反储物柜使用守则，学院有权立即终止其储物柜使用权，并取消其日后申请储物柜之资格。

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. 解释权 Right of Interpretation

- (a) 学院拥有对本指引和守则的最终解释权。

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

- (b) 有关储物柜使用之事宜，如在执行中有任何异议，学院拥有最终决定权。

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. 查询 Enquiries

学生发展处 Student Development Office (SDO)

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

