Final clearing Statement (Check-out) of the Dormitory Management Center（退宿）结算单

Check-out Reasons: Changing room 调寝 Check-out Date/退宿时间： Y/年 M/月 D/日

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name姓名 |  | ID学号 |  | B. Room no.  |  | Signature of counselor辅导员签字： |  |
| Check in date入住时间 |  | Expense settlement费用结算 | Living facilities设施赔偿 |  |
| Checkout date退宿时间 |  | Water electricity fee水电费 |  |
| 热水表数Hot water degree |  | Electricity reading电表数 |  | AccomodationIncurred住宿费欠费（该栏由办公室核对） |  |
| 冷水表数Cold water degree |  |
| 租赁电器回收Return of leased electric | 回收地点Place | 赔偿情况Compensation Payment |
| 冰箱Refrigerator |  |  |
| 彩电TV  |  |  | 宿管经办人  |  |
| 空调AC |  |  |
| Signature of Resident住宿人员签字： | Signature of Roommate（if you accept this result,sign your name）: 室友签字： | Signature of Hostel Management Staff:宿管员签字： |

Note: Dormitory Management Staff please fill in the above contents carefully and after getting back the living accommodation fee, water electricity fee and key and sign for it, submit the form to Dormitory Management Centre.

注：宿管员填写以上内容，并收回住宿设施费、水电费、钥匙、再签字，上交宿舍中心。