



**Request to stay in dorms during Chinese New Year Holidays**

*This form is available for F4-U6 students only.*

*Please fill in the details and hand into the boarding office before the deadline.*

*The dormitory is made available for study purposes only.*

Dear Warden,

I, \_\_\_\_\_(name), am writing to request to stay in the dormitory over the Chinese New Year Holidays because

\_\_\_\_\_  
(reason for stay)

I request to be in the dormitory during these days: (please list dates and times below)

*Note: No boarders will be allowed to stay between Jan 25<sup>th</sup> – Jan 28<sup>th</sup>*

I understand that use of the dormitory is for study purposes only. I agree to fully follow the Weekend and Holiday Boarding Rules (displayed on 5/F notice board) at all times during my stay.

Yours sincerely,

Signature: \_\_\_\_\_

Name & grade: \_\_\_\_\_