



馬萬祺羅柏心書院

COLÉGIO MA MAN KEI E LO PAK SAM  
MA MAN KEI AND LO PAK SAM COLLEGE

### **Room Key Card Replacement Procedure**

Resident College student members losing the key card for any reason must report the loss immediately to Office or, after hours, to the Security Guard on duty, and go through the replacement procedure.

The replacement procedure:

1. Resident College student members approach to the Office during office hours and fill out the application form for key card replacement;
2. The Office will verify the identity of the Resident College student member before issuing a new key card;
3. For key card replacement, MOP20 will be charged for the 1<sup>st</sup> time and MOP50 will be charged for the 2<sup>nd</sup> time and subsequent occasions;
4. The student will immediately receive the key card while the function of old key card will be inactivated.

\*\* Any charge paid for key card replacement is non-refundable in all circumstances.