



Robert Black College
The University of Hong Kong
香港大學柏立基學院

APPROVAL-FOR-DISCOUNT FORM **FOR GUEST'S OWN ACCOUNT**

(HKU Internal Use only)

By signing and submitting this form, I am pleased to confirm that the guest below will be staying in Robert Black College for academic purpose and entitled to enjoy 30% less academic discount. Understand **all expenses will be on guest's own account and all room charges will be settled upon arrival.** Understand form received after guest's arrival will NOT be accepted.

Guest Name (s) : _____
First Name _____ Surname _____

Check-in Date : _____ Check-out Date : _____

No. of Room (s) : _____

APPROVED BY : **Dean / Department Head / Faculty Secretary** (Please delete as appropriate)

Prof / Dr / Mr / Mrs / Ms _____
(Please delete as appropriate) First Name _____ Surname _____

Signature : _____

Reservation Contact Person

Name : _____ Department : _____

Email : _____ Phone : _____

Department Stamp : Date : _____

For Office Use	Handle By:	Date:
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