

General Information on Summer Residence Application 2024

You should read carefully and thoroughly the information below before submitting the Summer Residence application. You should contact the Student Accommodation Section if any enquiries or clarifications are needed. Failure to comply with the Summer Residence application procedures and to provide correct and complete information may lead to disqualification of Summer Residence application or delay in the process of the Summer Residence application.

By completing and submitting the Summer Residence application, you acknowledge that:

1. you have read, understood, and agreed the terms and conditions of the Summer Residence application contained herein;
2. agree to abide by the relevant rules of the Student Residence including the Terms and Conditions, Hall Rules and Residents' Code of the Undergraduate Halls, and any other rules that the University may prescribe and issue from time to time which it deems necessary for the management of Student Residences;
3. the rules referred to point 2 above may include safety and health measures aimed at protecting the University's community and all users of Student Residence services and residents.

Eligibility

Full-time UGC-funded UG students who are **current residents** of the Undergraduate Halls in the Second Semester in 2023/24, **except** the following students, are eligible to apply:

- 1) Exchange students who are staying in the Halls in the Second Semester of 2023/24,
- 2) Final year local students

NOTE: Students must possess a student status of "Normal Study" as defined by the Academic Registry during the stay in the University Accommodation. You may check your student status in BUniPort > Profile > Personal Particulars & Study Record. Students who cease to be classified as "Normal Study" (e.g. taking an internship, suspension of study or leave of absence) will no longer be eligible for University Accommodation and will be required to check out of the Hostels.

Please click [HERE](#) for details of Summer Residence plans.

Admission Priorities

Priorities will be given to:

- 1) **Current Undergraduate Halls residents** with academic engagement in Summer

(e.g. summer course / program-required internship* etc.)

2) **Current Undergraduate Halls residents** with special needs# (proof required)

*Program-required internship refers to internships which are either credit-bearing or it is part of the graduation requirement. Internships of the students' self-interest will not be given any priority in Summer Residence application.

#Applications with reason of academic society/ interest club/ summer job/ home renovation/ driving test/ auxiliary police training/ self-study/ extra-curricular activities will NOT be considered. Applications with academic reasons without relevant supporting documents will not be considered as well.

Application Period: 24 April, 12noon - 1 May 2024

- 1) Submit your online application [HERE](#). Change of Summer Residence application information is allowed before the application deadline.
 - a) Read and understand the 'General Information' before submitting the application. Make sure that the information provided is true and complete.
 - b) [Supporting Documents](#) MUST be uploaded to the online application platform, before **1 May 2024**. Applications without relevant supporting documents will not be considered.
- 2) Application result announcement – **6 May 2024, 5pm**
- 3) Room assignment announcement – **10 May 2024, 5pm**

NOTE: Summer Residence extension beyond 29 July will NOT be accepted. Summer residents who are offered full period of summer residence are required to check out of the Hall by 12 noon on 29 July the latest.

Roommate Preference

Your preferred roommate should be of the same gender and applying for the same Summer Residence period. For better utilization of rooms, your preference will be met as far as practicable. Unit-mates will be assigned by the Management. Room change/ single room request will NOT be accepted.

Summer Residence Fees and Caution Money

- 1) Successful applicants will be issued a debit note for Summer Residence fees. The payment period is **7 - 10 May 2024**. Student Residence fees paid are non-refundable and non-transferable. Late payment without prior approval from the Student Accommodation Section will result in cancellation of Summer Residence application automatically. Please settle the Summer Residence fees according to the instruction in the email sent by the Finance Office. In the event that special approval is granted for late payment, a \$300 penalty will be levied and penalty debit note will be issued accordingly.
- 2) Late Summer Residence application will not be accepted. In the event that special approval is granted for late application, a \$100 administrative fee will be levied on applicants and it will be deducted from the Caution Money.

- 3) Summer Residence Plans cannot be changed after the application period. In the event that special approval is granted for the change, a \$100 administrative fee per change will be levied on applicants for each change and it will be deducted from the Caution Money.
- 4) Caution Money of 2023-24 will be carried forward to Summer Residence for current residents. After deducting any restitution charges as listed on the “Charges for In-room Items” and other penalties (if any), remaining Caution Money will be refunded to your bank account as you provided in the BUniPort within 3 months after Summer Residence check-out. **Please update your bank account information in the BUniPort on or before 16 May 2024. Refund of Caution Money will not be further processed and eventually forfeited if students fail to provide a valid Hong Kong bank account in BUniPort to the Finance Office.**

Room Assignment

Room assignment result (and relocation period for current residents) will be announced on **10 May 2024, 5pm** [HERE](#).

Subject to room availability, successful Summer residents could be assigned to South Tower of the Undergraduate Halls or South Block of the Village CARE. Request for change of room assignment will not be accepted.

Room Relocation

Current residents who start summer residence on 16 or 17 May & Summer Residence Tutors

Room Relocation Procedures

Please bring your student card, door card, washroom key and mailbox key to the G4 Service Counter within your assigned room relocation period. **(Room relocation period will be assigned subject to room availability and is unchangeable).** To complete room relocation procedures, you **MUST** complete the following steps within your assigned room relocation period:

- 1) Remove all your personal belongings from your 2023-24 room*
- 2) Return door card, washroom key and mailbox key of your 2023-24 room*
- 3) Collect your door card of your Summer Hall room (washroom key and mailbox key will only be issued upon request)[#], and
- 4) Bring your student card to the G4 Service Counter for data update
(*\$500 late room relocation surcharge will be levied on Summer residents who fail to complete either step 1) or 2) within their assigned room relocation period.
[#]Applicable to successful applicants who are assigned to the Undergraduate Halls only.)

For applicants who do NOT need to relocate to another room (i.e. stay in original room), please bring your student card and door card to the G4 Service Counter during **10am - 6pm, 21-22 May 2024** for data update.

Summer Residence Start Date	Room Relocation Period *	Stay in Original Room
16 or 17 May 2024	(1) 27 May 2pm – 28 May 12noon (2) 29 May 2pm – 30 May 12noon (3) 31 May 2pm - 3 Jun 12noon (4) 3 Jun 2pm - 4 Jun 12noon (5) 4 Jun 2pm - 5 Jun 12noon (6) 5 Jun 2 - 6pm	Data Update at G4 10am - 6pm, 21-22 May
20 May 2024 (Summer Residence Tutors)	31 May 2pm - 3 Jun 12noon	

**Tentative relocation period subject to change.*

Late Room Relocation Charge

All Summer Residents **MUST** complete the room relocation within the assigned relocation period. Request for change of relocation period will **NOT** be accepted.

If you are not available to complete the room relocation before the assigned time, you should **authorize** a current resident / Resident Tutor / Hall Tutor to relocate for you (Please leave them your room keys and submit an authorization letter to the G4 Service Counter), OR, **store your luggage** before you leave. Your original room should be cleared by the end of the relocation period.

Otherwise, anything left behind in the room will be disposed of without further notice and a late room relocation surcharge (**\$500**) will be levied on you and it will be deducted from the Caution Money.

Check-in (for students who start summer residence after 17 May)

For successful applicants, please come to the G4 Service Counter to collect your door keys and activate your student card **after 2pm** on your check-in date during our office hours.

Office Hours of G4 Service Counter

Mondays - Fridays (9 am - 6 pm, closed at 1 - 2 pm)
Saturdays, Sundays and Public Holidays (Closed)

Check-out

- 1) You must check out **at or before 12 noon** on your latest check-out date. A late check-out penalty of **\$600** will be charged per day after 12 noon of each late check-out day

until the check-out procedures are completed and the penalty will be deducted from your Caution Money. In addition, **students who check-out late will be recorded 16 demerit points and disqualified for student residence application with immediate effect until graduation.**

- 2) You may check out before your latest check-out date without any refund of summer residence fees. Please come to the G4 Service Counter at least 3 working days in advance to arrange your room inspection.

Works within or in the proximity of the Student Hostels during Summer

You are informed that and shall acknowledge that the University is almost constantly undertaking works to maintain, enhance and develop its campus and all its facilities, and these works may include but are not limited to construction, renovation, remedial works, repair and maintenance, improvement works or other similar works in whatsoever nature (the Works). These Works may be carried out within or in the proximity of the Undergraduate Halls and Village CARE. While the Estates Office will, as far as practicable, take reasonable measures to minimize the inconvenience and disturbance caused by the Works, you shall acknowledge that total removal of such inconvenience and disturbance may not be possible, and you shall agree to waive irrevocably any claim for refund of summer residence fees, or any right to seek compensation for any loss or damage directly or indirectly arisen out of any inconvenience caused to or suffered or sustained by them as a result of the Works.

Your attention is hereby drawn to the following Works during Summer. You shall take this into consideration before submitting the application, accepting the summer residence offer and paying the summer residence fees:

- 1) The Undergraduate Halls will undergo major external wall repair and fixing works in 2024/25, during which scaffolding will be erected to cover the entire North Tower of the Undergraduate Halls and the North Tower will be closed. Nuisances such as noise, dust and smell will inevitably be caused.
- 2) The construction of [Jockey Club Campus of Creativity \(JC3\)](#) is underway from 7 am to 7 pm from Mondays to Saturdays, except Sundays and public holidays. During the construction period, **nuisances such as noise, dust and smell will inevitably be expected**. Mitigation measures will be taken by the Estates Office to minimize the nuisances incurred by the major repair and maintenance at the Undergraduate Halls and construction of JC3 as far as practicable. Residents are advised to close windows of their rooms to alleviate nuisances as appropriate. Your continued understanding and patience will be greatly appreciated. **Please contact the Estates Office should you have further questions.**
- 3) The construction of special schools at Renfrew Road is underway from 7 am to 7 pm from Mondays to Saturdays, except Sundays and public holidays. During the construction period, **nuisances such as noise, dust and smell will inevitably be expected**. Residents are advised to close windows of their rooms to alleviate nuisances as appropriate. Your continued understanding and patience will be greatly appreciated.
- 4) Other minor refurbishment works may also take place during the same period. There may be occasional noise during daytime.

Use of the Gym System in Fitness Room

Students shall not use the Gym System in Fitness Room without having first undergone

appropriate fitness training.

Arrangement on Special Circumstances

If there are uncontrollable circumstances and the University makes related announcements, like asking students not to come back, delaying the check-in date or evacuation of the Hostels, refund of summer residence fees, if justifiable, can be made at most on a pro rata basis. However, the above suggestion of a possibility of refund by no means constitute a guarantee. You should consider this when you decide on making student accommodation fees payment.

You may also note that under very special circumstances, the Management will need to relocate residents to other rooms / floors / residential facilities for various purposes, such as to accommodate urgent repairs and renovations, consolidation in low seasons, quarantine for health protection, etc. You are reminded to consider such possibilities before you accept our offer of summer residence.

Hall Rules and Regulations

Your application implies your agreement to abide by the University Standards of Conduct of students, Terms and Conditions of Hall Residence, Residents' Code and Hall Rules as posted on the Undergraduate Halls [website](#). By checking in, it implies that you agree the management to inform your parents/ guardian/home institution of any such sanctions and details of the related disciplinary matter.

Data Privacy

All personal data collected and retained will be used for processing applications, statistical analysis, management of student residences including the enforcement of all its related rules, promotion of activities and notifications, contacting residents and their parents/guardian in case of emergency and such other purposes permissible under the Privacy Policy Statement and Personal Information Collection Statement of the University. Please click [HERE](#) for details. You have the right to access to or correct your personal data kept by the University by logging into the University Cyber Port System (BUniPort) and contacting the relevant Departmental Personal Data Privacy Manager.

Enquiry

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Tong, Kowloon

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