

General Information on Application for Summer Residence at Dr. Ng Toi Tai International House 2025-26

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

Special Attention on Application for Summer Residence at NTTIH 2025-26

You are requested to pay attention to and take into consideration of the following notes and make sure that you understand and agree with them before you submit your student residence application. No refund or any form of compensation will be considered arising from any uncontrollable situations and special arrangements below.

1. The Student Residence Halls is undergoing major external wall repair and fixing works in 2026, during which scaffolding will be erected to cover the entire South Tower of the Student Residence Halls. Nuisances such as noise, dust and smell will inevitably be caused.
2. The BU Fiesta, located on the Ground Floor of Student Residence Halls, will be closed until the end of 2026. For other available catering options on campus, please refer to [Campus Map for Catering Outlets](#) or visit <https://eo.hkbu.edu.hk/eo-services/services-facilities/Catering-Services.html>.
3. The School of Continuing Education Tower and the School of Chinese Medicine Building are undergoing major external wall repair and fixing works, during which scaffolding will be erected to cover the two towers. Nuisances such as noise, dust and smell will inevitably be caused.
4. 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.
5. To assist students in need, the staff of the Student Accommodation Section reserves the right to refer your case to the Counselling and Development Centre for professional support.

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

1. you have read, understood, and agreed the terms and conditions of the Student Residence application contained herein;
2. agree to abide by the relevant rules of the Student Residence including the Terms and Conditions, Rules and Residents' Code of [NTTIH](#), and any other rules that the University may prescribe and issue from time to time which it deems necessary for the Management of the Student Residences.
3. the rules referred to in 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 and Application for Summer Residence at NTTIH

1. The application is only applicable to current residents of Dr. Ng Tor Tai International House ("NTTIH") in the academic year 2025-26.
2. Application approval will be subject to room availability or other considerations. Submission of the application form does not guarantee that offer of residential place can be granted.

Room Assignment

1. Bed space will be assigned to an applicant on a random basis. Applicants do not have any rights to choose a room / bed space to his / her own preference.
2. There are very limited number of single rooms available in NTTIH. Most of the rooms at NTTIH are double rooms and will be shared among residents of the same gender.
3. An applicant may indicate his / her preferred roommate in the application form. However, the Management of Student Residences does **NOT** guarantee that the applicant will be assigned the same room with his / her preferred roommate. An applicant's roommate pairing request will **NOT** be considered, if:
 - his / her preferred roommate does not complete the application;
 - his / her preferred roommate does not choose him / her or chooses another applicant as preferred roommate;
 - another applicant chooses his / her preferred roommate, who prefers the former as the roommate.
4. For a successful applicant who does not have a preferred roommate, the Management of Student Residences has the authority to pair up another successful applicant with him / her to share the room.

Lodging Fees and Payment

1. Lodging fees paid are not refundable (except Caution Money) nor transferrable even if the applicant withdraws study from HKBU. Successful applicants must settle full lodging fees **by the specified payment deadline**. If the payment deadline is lapsed, your application will be cancelled automatically.
2. For successful applicants, the caution money of the current residence will be automatically carried forward to summer residence.
3. The \$3,000 Caution Money is refundable to residents only after completion of the committed lodging period, less any restitution charges for damage or loss of properties and keys and late check-out. In case of early termination of student residence, the paid caution money will be totally forfeited.

You should keep good custody of your payment proof and be able to present it upon request. Please click [HERE](#) for payment method.

You should settle all the fees (e.g. lodging fee, caution money, restitution charges, penalties etc.) on time. If you have not settled any outstanding charges charged by the Student Accommodation Section by your final year of study, your graduation certificates may be withheld until all the outstanding charges are settled.

Provision of Residence Services and Facilities

An applicant should understand the provision of residence services and facilities provided by NTTIH which are stated clearly in the website ([HERE](#)) before submission of student residence application and confirmation of bed space offer.

Possibility of Room Relocation

1. To efficiently utilize resources and facilitate timely repairs to the rooms, the Management of Student Residences reserves the right to relocate a resident to another designated room in the same student residence by giving advance notification of at least one day (except emergency cases).
2. For a resident who occupies a shared room but refuses to relocate and pair up with other resident(s), the Management of Student Residences reserves the right to charge him / her a late room relocation charge, on top of the full lodging fee for occupying two bed spaces, i.e. the currently occupied and the newly designated bed spaces, from the day after the end of relocation until the end of the committed lodging period.
3. Under very special circumstances, the University management will need to relocate residents to other

rooms / floors / residential facilities to generate additional capacity of health protection quarantine for our residents.

Check-out Procedures

1. The latest check-out time is 3:00 p.m. on the student's last day of his / her committed lodging period.
2. A resident who fails to check out by the last day of the committed lodging period shall be liable to pay a daily penalty charge for late check-out, on top of the extra daily lodging fee for the days for staying at the student residence after the check-out date.
3. A resident shall pay a cleaning fee if the Management of Student Residences is required to reinstate the furniture back to its original position or clean up the room for room vacation.

Parcels and Mails

The Student Accommodation Section is **not liable for any loss or damage to the mail and parcels delivered to NTTIH**. Residents are responsible for collecting the mail and parcels promptly.

Works Within or in the Proximity of NTTIH

You are informed 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 to NTTIH. While the Estates Office will, as far as practicable, take reasonable measures to minimize the inconvenience and disturbance caused by the Works, applicants shall acknowledge that total removal of such inconvenience and disturbance may not be possible, and they shall agree to waive irrevocably any claim for refund of student 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 Work(s) during summer residence at NTTIH. You shall take this into consideration before submitting the application, accepting the student residence offer and paying the student residence fees:

- **Façade Enhancement Project at Student Residence Halls**
- **Closure of BU Fiesta**
- **Façade Enhancement Project at School of Continuing Education Tower and School of Chinese Medicine Building**
- **Government Project at Renfrew Road – Construction of Special Schools**

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 NTTIH, refund of lodging fees, if justifiable, can be made at most on a pro rata basis. However, the above suggestion of the possibility of refund by no means constitute a guarantee. You should consider this when you decide on student residence fees payment.

You may also note that under very special circumstances, the Management of Student Residences 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 they accept the offer of residential place.

Data Privacy

All personal data collected and retained will be used for processing applications, statistical analysis, management of student accommodation 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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