

List of Miscellaneous Fees and Charges (Student Residence Halls)		
A) CAUTION MONEY		HK\$
i)	Deposit against loss/damage of student residence properties	1,000 (included in student residence fees)
ii)	Termination of residence before the last day of class of Semesters	100
iii)	Termination of residence during semester break	100
B) ADMINISTRATIVE FEE		
i)	Each approved request for bed swapping within the same room	Free
ii)	Each approved request for bed swapping to another room (per head) *Application is only accepted within the stated period	100
iii)	Door or lock opening	20
iv)	Approved change in Summer Residence package (per change)	100
v)	Claiming back item(s) left in common areas (per batch)	100
vi)	Claiming back personal belongings after checking out (per batch)	200
vii)	Rubbish left behind in room by residents who have checked out	100 per garbage bag
viii)	Approved early check-in (per night)	200
ix)	Approved Guest Pass (per guest per night)	100
x)	Unattended parcels (per parcel)	100
xi)	Uncollected verified parcels (per parcel per day)	10
xii)	Blockage Clearance Charge	1000 per order
xiii)	Extra Cleaning Charge	100 per square inch
C) AIR-CONDITIONING CHARGES		
	- Per kWh	1.4
D) LAUNDRY MACHINE CHARGES		
i)	Washer (per cycle)	5.4
ii)	Dryer (per 10 minutes)	2.0
E) BICYCLE PARKING		
i)	Deposit for bicycle parking permit	100
ii)	Loss of bicycle parking permit	100
iii)	Unlocking / Claiming back an unauthorized parked bicycle	100
F) LATE CHARGES		
i)	Approved late payment of student residence fees	500
ii)	Approved late check-out per night	200
iii)	Late check-out penalty per night	600
iv)	Late room relocation surcharge	500
v)	Approved late application for Summer Residence	100
vi)	Late leave penalty of Guest Pass System	100
G) Access Key Charges		
i)	Loss of Door Keycard	100
ii)	Loss of Washroom Key	100
iii)	Loss of Mailbox Key	30

Restitution Charges for In-room Damage and Losses (Student Residence Halls)

A resident will be charged for damaged or lost properties except normal wear and tear. Any items left behind may be disposed of at the prevailing charge without notice. Charges that could not be associated to a particular resident will be divided equally among all residents in the room. Charges listed below, while not meant to be exhaustive, help to illustrate the charges incurred for the repair or replacement of the damaged or lost items. The university reserves the right to include additional items that are not listed in the table below and revise the charges of existing items and any additional items from time to time as it deems fit.					
CHARGES OF DIFFERENT ITEMS (Per Piece)					
No.	Items	Charges (HK\$)	No.	Items	Charges (HK\$)
I Student Room Furniture & Fittings 學生房傢俱及裝置			Miscellaneous 其他		
1	Bed Set 牀		37	Electric Switches 電掣	250
2	Drawer 抽屜	300	38	Electrical Socket Outlet 電插座	250
3	Mattress 牀墊	800	III Safety Fittings 安全裝置		
4	Bed Plank (per piece) 牀板(每塊)	300	39	Smoke Detector 煙霧器	1,500
5	#3 Wooden Tray Holder 木製掛架 (For bed B & C only)	300	40	Sprinkler 灑水器	8,000
6	#3 Bed Side Plastic Tag 牀位膠牌	10	IV Washroom Fittings 洗手間裝置		
Desk Set 書桌			Washroom 洗手間		
7	Drawer Pedestal 直立式三抽屜	600	41	Door Lock 門鎖	500
8	Overhead Shelf 懸架	300	42	Rubbish Bin 垃圾桶	100
9	Cork Board 水松板	150	43	Mirror 鏡	1,000
10	#3 Overhead Shock Absorption Cushion 防撞橡膠條 (For bed A only)	220	44	Water Tap 水龍頭	1,500
11	#3 Bed Side Plastic Tag 牀位膠牌	10	45	Wash Basin 洗手盆	1,000
Closet 衣櫃			46	Toiletset Rack 梳洗用品架	300
12	Door 櫃門	200	47	Hook Rack 掛鉤架	50
13	Door Handle 櫃門拉手	50	48	Fluorescent Light 光管	50
14	Stainless Steel Bar 不銹鋼橫槓	100	49	Light Cover 燈罩	100
15	Drawer 抽屜	200	Shower Cubicle 浴室		
16	Mirror 鏡	200	50	Door Lock 門鎖	80
17	#3 Bed Side Plastic Tag 牀位膠牌	10	51	Electric Boiler 電熱水爐	6,000
Window 窗			52	Shower Head 花灑頭	150
18	Glass (per piece) 玻璃(每塊)	200	53	Shower Head Holder 花灑頭固定器	200
19	Lock 鎖	100	54	Porcelain Tray 淋浴用品架	300
20	Curtain* 窗簾*	500	55	Ware Hook 衣物掛鉤	100
*Damage or stain 損壞或污漬			56	Ventilation Fan 抽氣扇	250
Miscellaneous 其他			57	Window Glass(per piece) 玻璃窗(每塊)	200
21	Chair 椅子	400	58	Window Lock 窗鎖	50
22	Rubbish Bin 垃圾桶	100	59	Fluorescent Light 光管	50
23	Graffiti/Mark/Scratch/Damage to Wall/Ceiling/Door/Floor Tile (per sq. Inch) 塗污或損毀牆壁/天花/門/地板(每方寸)	100	60	Light Cover 燈罩	100
24	Main Door Lock 大門門鎖	3,000	Toilet Cubicle 廁所		
25	Dead Bolt of Door Lock 門栓	300	61	Door Lock 門鎖	80
26	Main Door Plate 大門門牌	300	62	Toilet Board 廁板	300
27	Main Door Formica Cover 大門防火板面	2,500	63	Toilet Bowl and Tank 坐廁及廁所水箱	2000
28	#2 Overhead Wire above Bed 牀頂威也線	100	64	Tissue Holder 廁紙座	200
29	#2 Clothes Hanging Rod 掛衣杆	1,800	65	Ventilation Fan 抽氣扇	250
30	#2 Tag on Hanging Bar 掛衣杆膠牌	10	66	Window Glass(per piece) 玻璃窗(每塊)	200
II Electrical Fittings 電力裝置			67	Window Lock 窗鎖	50
Mini Fridge 雪櫃			68	Fluorescent Light 光管	50
31	Mini fridge 雪櫃	1,200	69	Light Cover 燈罩	100
32	Power Extension Cord 電線拖板	100	V Other Items 其他項目		
In-room Lighting 室內光管			According to the prevailing cost or repairing charge		
33	Ceiling Light 天花光管	50	Remarks 備註		
34	Ceiling Light Cover 天花燈罩	100	# 1-For Room 25 only 25號室適用 # 2-For 2-bed Room Only 二人房適用		
35	Desktop Light 書桌光管	200	# 3-For 3-bed Room Only 三人房適用		
Air-Conditioner 冷氣/空調					
36	Air-Conditioner 冷氣機	6,000/10,000			
37	#1,3 Air-Conditioner Remote Control 冷氣機遙控	700			