

General Information on Summer Residence Application 2026

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 to the terms and conditions of the Summer Residence application contained herein;
2. you agree to abide by the relevant rules of Student Residences including the Terms and Conditions, Rules and Residents' Code of the [Student Residence Halls](#) and [Village CARE](#), 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; and
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 **Undergraduate students** who are **current residents** of the Student Residence Halls/ Village CARE in the Second Semester in 2025/26, **except** the following students, are eligible to apply:

- 1) Exchange students who are staying in the Student Residence Halls/ Village CARE in the Second Semester of 2025/26; and
- 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 Student Residence.

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

Admission Priorities

Priorities will be given to:

- 1) **Current Student Residence Halls/ Village CARE residents** with academic engagement in Summer (e.g. summer course / program-required internship* etc.)

- 2) **Current Student Residence Halls / Village CARE residents** with special needs[#] (proof required)

***Program-required internships refer to internships which are either credit-bearing or part of the graduation requirement. Internships of the students' self-interest will not be given any priority in the 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: 23 April, 12noon – 29 April 2026

- 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, on or before **29 April 2026**. Applications without relevant supporting documents will not be considered.
- 2) Application result announcement – **6 May 2026, 6pm**
- 3) Room assignment announcement – **13 May 2026, 6pm**

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 Summer Residence by 12 noon on 29 July at 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, Caution Money and Utility Charges

- 1) Successful applicants will be issued a debit note for Summer Residence fees. The payment period is **7 – 12 May 2026**. Summer Residence Fees paid are non-refundable and non-transferable. Late payment without prior approval from the Student Accommodation Section will result in the 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 \$500 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 2025/26 residential year 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 90 working days after the check-out of Summer Residence. **Please update your bank account information in the BUniPort on or before 22 May 2026. Refund of Caution Money will not be further processed and eventually forfeited if students fail to provide a valid Hong Kong bank account via BUniPort to the Finance Office.**
- 5) Successful applicants who are assigned to Village CARE should take note that, in addition to the in-room air-conditioning, other electricity consumption within their bedrooms and units/apartments (for the water heater, ventilation and the power socket) will be charged based on a user-pay principle.
- 6) Successful applicants can top up the balance of the Energy Meters for their rooms/units/apartments and pay the laundry charges using the kiosk located on E9/F of the Village CARE or 2/F outside of the ACCM office by Octopus Card.

Room Assignment

Room assignment result (and relocation period for current residents) will be announced on **13 May 2026, 6pm** [HERE](#).

As the Student Residence Halls is undergoing major external wall repair and fixing works this Summer, **successful Summer residents will be assigned to the Village CARE only**. Request for change of room assignment will not be accepted.

Room Relocation

Current residents who start summer residence on 21 or 22 May or 26 May 2026 (for current hall tutors)

Room Relocation Period

Summer Residence Start Date	<u>Types of residents</u>	Room Relocation Period*
21 or 22 May 2026 OR 26 May 2026 (for current hall tutors)	Current residents of Student Residence Halls	(1) 28 May 10am – 29 May 5pm (2) 29 May 2pm – 1 Jun 12noon
	Current residents of Village CARE	(1) 28 May 10am – 29 May 5pm (2) 29 May 2pm – 1 Jun 12noon (3) 1 Jun 2pm – 3 Jun 12noon (4) 3 Jun 2pm – 5 Jun 12noon

**Tentative relocation period subject to change.*

Room Relocation Procedures

The 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 by visiting the General Office of ACCM (JC3-201) during office hours in person:

A. For current residents of the Student Residence Halls

- 1) Remove all your personal belongings from your 2025/26 room*
 - 2) Return washroom key and mailbox key (if applicable) of your 2025/26 room*
 - 3) Bring your student card for data update, so that you could enter the Student Residence Halls and Village CARE during the relocation period by using your student card
 - 4) After relocation, return door card of 2025/26 room
 - 5) Bring your student card for data update, so that you could enter the Village CARE during Summer residential period by using student card
- (*\$500 late room relocation surcharge will be levied on Summer residents who fail to complete either step A1) or A2) within their assigned room relocation period.)

B. For current residents of the Village CARE

- 1) Remove all your personal belongings from your 2025/26 room*
 - 2) Bring your student card for data update and collect a temporary access card, so that you could enter your 2025/26 room by using the temporary access card and enter your Summer residence room by using your student card during the relocation period
 - 3) After relocation, return the temporary access card to the General Office of ACCM (\$100 will be levied for each damaged/ lost card)
 - 4) Bring your student card for data update, so that you can enter your Summer residence room of Village CARE during Summer residential period by using your student card
- (*\$500 late room relocation surcharge will be levied on Summer residents who fail to complete step B1) within their assigned room relocation period.)

For applicants who apply for summer residence for May 2026 only and do NOT need to relocate to another room (i.e. stay in original room), please bring your student card to the General Office of ACCM during **10am - 5:30pm, 27-28 May 2026** for data update.

Late Room Relocation Charge

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

Your original room should be cleared by the end of the relocation period. Otherwise,

anything left behind in the 2025/26 room will be disposed of without further notice and neither the University nor the Management will be responsible for any loss or damage of personal belongings arising from such action. A **late room relocation surcharge (\$500)** and **disposal charge of \$100 per garbage bag** will be levied and the amounts will be deducted from the Caution Money. In the event of claiming back any personal belongings before disposal, an administrative fee of \$200 will be charged per batch.

Balance of Energy Meters (air-con and other appliances)

Please note that the balance of Energy Meters in the Student Residence is not refundable and transferable. Summer Residents are advised not to top up large amount of value before relocation or check-out.

Check-in (for students who start summer residence after 22 May 2026)

For successful applicants, please come to the General Office of ACCM to activate your student card **after 2pm** on your **check-in date** during our office hours.

Address of the General Office of Student Accommodation Section (ACCM)

Room 201, 2/F, the Jockey Club Campus of Creativity, 30 Renfrew Road, Kowloon Tong, Kowloon

Office Hours of the General Office of ACCM

Mondays - Fridays (9 am – 5:30 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 future student residence applications 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 General Office of ACCM at least 3 working days in advance to arrange your room inspection.

Works within or in the proximity of the Student Residence 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 Student Residence 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 you as a result of the Works.

Your attention is hereby drawn to the following Works during Summer 2026. You shall take this into consideration before submitting the application, accepting the summer residence offer and paying the summer residence fees:

- 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 and the South Tower will be closed in Summer 2026. Nuisances such as noise, dust and smell will inevitably be caused.
- 2) The lounge in the North Tower and South Tower of Student Residence Halls will undergo renovation in 2026. Scaffolding will be erected to cover part of the interior and both Towers of the Student Residence Halls will be closed in Summer 2026. Nuisances such as noise, dust and smell will inevitably be caused.
- 3) 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>.
- 4) The School of Continuing Education Tower and the School of Chinese Medicine Building are undergoing major external wall repair and fixing works in 2026/27, during which scaffolding will be erected to cover the two towers. Nuisances such as noise, dust and smell will inevitably be caused.
- 5) 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.

Arrangement for 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-rate basis. However, the above suggestion of the possibility of a refund by no means constitute a guarantee. You should consider this when you decide on making Summer Residence Fees payment.

You may also note that under very special circumstances, the Management of Student Residence 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.

Parcels and Mails

The Student Accommodation Section is **not liable for any loss or damage in the mail and parcels delivered** to the Student Residence Halls and Village CARE. Summer residents are responsible to collect the mail and parcels promptly. For details regarding the arrangement on the collection of mail and parcels, please refer to the webpage of [Student Residence Halls](#) and [Village CARE](#).

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 request 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

Office: General Office of Student Accommodation Section (ACCM)
Address: Room 201, 2/F, Jockey Club Campus of Creativity, 30 Renfrew Road,
Kowloon Tong, Kowloon
Phone: (852) 3411 2600 Fax: (852) 3411 2757
Email: accm_ug@hkbu.edu.hk Website: <http://sa.hkbu.edu.hk/en/accm>