

General Information on Student Residence Application **(For Full-time Non-Local Taught Postgraduates)**

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 for 2025/26 Student Residence Application

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.

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 Residence.
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 their residents.

Eligibility for Student Residence

1. UGC-funded full-time exchange research postgraduate students will be accommodated in the University accommodation during the exchange period.
2. UGC-funded full-time non-local taught postgraduate students will be accommodated in the University accommodation in the first year of their studies if needed. No guarantee of University accommodation will be provided starting from the second year of their studies.

Please click [HERE](#) for Housing Policy.

Student Residence at Dr. Ng Tor Tai International House (“NTTIH”)



Commissioned in 1997, NTTIH provides about 290 hostel spaces for full-time non-local postgraduate students at Hong Kong Baptist University. It is a unique community wherein students from different cultures

and backgrounds live together as fellow hall mates. Mutual respect and cultural diversity in the community are highly valued in NTTIH.

Room Assignment

1. Bed space will be assigned to an applicant on a totally 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 will be shared by residents of the same gender in double occupancy.
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 successful, 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

Lodging fees for students are to be paid in one installment and are NOT transferrable or refundable. In addition to lodging fees, all residents need to pay Caution Money (\$3,000) and Activity Fee (\$100) as appropriate.

Details of the lodging fees are as follows:

- 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 payment deadline**. If the payment deadline is lapsed, your application will be cancelled automatically.
- 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 (emergency cases excepted).
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. In view of the full occupancy of NTTIH, room change requests from students can only be handled during semester break. Application for room change is subject to approval of the management of Student Residences.
4. 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-in Arrangement

No early check-in will be considered unless special approval by the management of Student Residences. The check-in arrangement shall be announced in due course.

Check-out Arrangement

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

Applicants 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 of 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 accommodation 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.

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 a possibility of refund by no means constitute a guarantee. Applicants should consider this when they decide on fees payment.

Applicants 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. Applicants are reminded to consider such possibilities before they accept the bed space offer.

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.

Others

The terms and conditions set out above, together with the Rules and Regulations governing student residences as posted on the websites of Student Accommodation Section, are both applicable to student residences and shall be reviewed and amended by the management of Student Residences from time to time as it deems appropriate.

Enquiry

Office: General Office of Student Accommodation Section (ACCM)
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Phone: (852) 3411 2037 / (852) 3411 2035
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