

General Information on Student Residence Application **(For full-time UGC-funded undergraduates)**

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 forms of compensation will be considered arising from such situations and arrangements below.

1. The Undergraduate Halls is undergoing major external wall repair and fixing works in 2025/26, during which scaffolding will be erected to cover the entire South Tower of the Undergraduate Halls and the South Tower will be closed. Nuisances such as noise, dust and smell will inevitably be caused.
2. The School of Continuing Education Tower and the School of Chinese Medicine Building are undergoing major external wall repair and fixing works in 2025/26, during which scaffolding will be erected to cover the two towers. Nuisances such as noise, dust and smell will inevitably be caused.
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. Residents who check out late from the Hostels after their designated latest check-out date will be recorded **16 demerit points** and **disqualified for future student residence applications with immediate effect until graduation**. A **late check-out penalty of \$600** will be charged per day after 12 noon/ 3 pm of each late check-out day until the check-out procedures are completed.
5. Students with special circumstances can apply for late check-out 2 weeks before the mass check-out. The late check-out application result will be released 3 days before the mass check-out date. An **approved late check-out administrative fee of \$200 per night** shall apply to all approved cases. A student can request for late check-out for **no more than 3 nights**.
6. **Visitation in the Undergraduate Halls and Village CARE will be suspended** on the Mass Check-out Date and the following 5 days.

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

- you have read, understood, and agreed the terms and conditions of the Student Residence application contained herein;
- agree you agree to abide by the relevant rules of Student Residences including the Terms and Conditions, Hall Rules and Residents' Code of the [Undergraduate 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;
- 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.

1. Eligibility for the Student Residence

A. Housing Policy

UGC-funded full-time non-local undergraduate students will be provided with hostel places in the University accommodation in their first year of studies. In their subsequent years of studies, students can apply for the University accommodation, subject to availability. Please click [HERE](#) for Housing Policy.

B. Student Status

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.

2. Student Residence and Residential Education

(Village CARE) Theme based Residential Education –Vision & Mission



The Village CARE comprises 4 Residential Colleges with the vision to offer the best learning experience for students in a residential setting, delivering transdisciplinary academic excellence in a caring, creative, and global culture.

Requirements for Residents in Residential Colleges

- (1) Residents are required to attend at least one High Table Dinner each semester.
- (2) Each College will organize activities aligned with its theme, and residents are required to participate.
- (3) Residents' involvement, performance and attendance in College activities will be taken into consideration and affect their applications as returning students to the Student Residence in the future.

The College Themes are:

College	Theme
College 1 (South Block, SVC)	Community Services Leadership
Lo Siu Tong College (West Block, WVC)	Arts and Culture
College 3 (East Block, EVC)	Sportsmanship and Wellness
College 4 (North Block, NVC)	Purpose-driven Innovative Business and Entrepreneurial Mindset

Upon completion of their living learning experiences at Village CARE, students will:

- Demonstrate intrapersonal awareness, personal wellness & interpersonal lifestyle indicative of whole person development;
- Actively pursue academic learning, both in depth and breadth, showing a capacity for independent lifelong learning;
- Actively and responsibly engage in the community – from Village CARE to the community, both local and global;
- Solve problems creatively and with critical thinking; and
- Be effective leaders and members in transdisciplinary and culturally diversified teams.

(Undergraduate Halls) Whole Person Education – Living-learning Community



The Undergraduate Halls is composed of the North and South Towers with 4 Halls. They provide a total of 1,770 places for full-time UGC-funded undergraduate students. Due to the major external wall repair of the South Tower in 2025/26, the South Tower will be closed, and all 4 Halls will be located in the North Tower. The total number of student residence places will be reduced in half.

The University believes in holistic education. Hall life forms an integral part of it. Through the daily interaction with people, we believe you will learn to develop your independent thinking, critical mind and social consciousness. Hall is not merely a place to live in, but also a living-learning environment where you would develop different kinds of life skills, hobbies and aspirations.

Halls		Hall Motto	
<u>C.N. YANG Hall</u>	楊振寧堂:	Hall with a Heart	修身養性, 心及天下
<u>Y.P. CAI Hall</u>	蔡元培堂:	Grow in Excellence	邁向卓越
<u>S.R. ZHOU Hall</u>	周樹人堂:	Aide Sans Frontieres	跨越界限, 關懷社稷
<u>C.L. SOONG Hall</u>	宋慶齡堂:	Living, Learning, Giving	學海人生, 奉獻精神

3. Miscellaneous Fees and Charges

Please click [HERE](#) for the List of Miscellaneous Fees and Charges.

Applicants for 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.

4. Octopus Card for Air Conditioning and Laundry Service

Undergraduate Halls

Residents can charge up the **air conditioner in their rooms** and the **laundry machines on 1/F** by **Octopus Card or via "Student Hostel Payment" at HKBU Mobile App**.

Village CARE

Residents can charge up the **air conditioner, other utility payments in their room and laundry machines on E9/F (for East Block & South Block) or N14/F (for North Block & West Block)** by **Octopus Card**.

Details of obtaining the Octopus Card is available [HERE](#)

5. Residential Period for 2025/26

Successful Student Residence applicants for 2025/26 are to be offered Student Residence places for full Residential Year from **27 August 2025 to 20 May 2026**, both nights inclusive. *Students are to check out by 12noon or 3pm on 21 May 2026 subject to further arrangements by the management office, which would be announced no later than one month before the check-out date.*

6. Application, Result Announcement and Appeal

Event	Time/ Date (all in 2025)	Channel
Submit online Student Residence application	13 (3pm) – 15 August (HK Time)	HERE
Payment Deadline of Student Residence Deposit	15 August	N/A
Application Result announcement*^	22 August (5pm)	HERE
Room Assignment announcement	25 August (5pm)	
Online Student Residence Appeal Application	Before 5pm, 28 August	HERE

** Successful applicants will be deemed to have stayed in the Student Residence during the offer period.*

^ Starting from the year of 2021/22, residents' behaviours (e.g. late check-out) that are subject to disciplinary actions or record of demerit points in any Residential Year will be taken into consideration in the approval of the student residence application in the following year. Notwithstanding the announcement of student residence application result for non-local students by early May, in the event of a successful student residence applicant's involvement in any disciplinary cases after the announcement of the student residence application result, the Management of Student Residence reserves the right to withdraw and rescind the student residence offer subject to the decision of the Student Residence Disciplinary Panel on such disciplinary cases.

Note: Applicants on the waiting list and unsuccessful applicants may submit an Appeal Application on or before **28 Aug 2025, 5pm**. Late submission of appeal application will NOT be considered. Online Student Residence Appeal Application form is available [HERE](#).

7. Preference on Student Residence, Room Type and Roommate

- 1) You need to rank your Student Residence/room type preferences carefully in the application.
- 2) You may indicate **your preferred roommate(s)** in the application.
- 3) You may indicate up to **2 preferred roommates**. If you indicate TWO preferred roommates and your roommate preference is approved, you will be assigned to **Undergraduate Halls's 3 person room (subject to availability)**.
- 4) If you and your preferred roommate(s) are successful in the Student Residence application, you will be grouped together and share the same random number in the Student Residence /room type assignment process. Applicants who do not have preferred roommates will also be given unique random numbers. All applicants will be assigned to their respective preferred Student Residence /room type based on the order of this random number. Please note that random numbers are given regardless of your admission marks.
- 5) Choices of Student Residence, floors, room types and roommate(s) will be met only as far as practicable, subject to availability.

*Note: Your roommate pairing request will NOT be successful (you will be assigned a roommate randomly) if:

- a) your preferred roommate(s) does not complete the application;
- b) your preferred roommate(s) does not choose you as preferred roommate;
- c) your preferred roommate(s) chooses another student(s) to be his/her preferred roommate(s); OR
- d) another student chooses you or your preferred roommate(s) to be his/her preferred roommate(s)

8. Possibility of Room Relocation

For the sake of efficient utilization of resources and to facilitate timely repairs to the rooms, the Management of Student Residence reserves the right to relocate residents to other rooms within the Student Residence by normally serving the latter at least five days' notice in advance.

Room Change Request

- Room change can only be requested during the specified application period.
- Please approach your respective Residential Life Officer for application, subject to approval of the Management of Student Residence.

9. Student Residence Fees and Payment

The **normal** lodging period for the Residential Year 2025/26 is from 27 Aug 2025 to 20 May 2026, both nights inclusive. Student Residence Fees for students with Full Year student residence offer are to be paid by two approximately equal installments and are NOT transferrable or refundable.

Student Residence Fees for 2025/26 at the Undergraduates Halls:

Lodging Fees	1 st installment	2 nd installment	Total
2-person room in a 4-person unit	\$8,950.5	\$8,751.6	\$17,702.1
2-person room in a 5-person unit	\$8,505.0	\$8,316.0	\$16,821.0
3-person room in a 5-person unit	\$6,453.0	\$6,309.6	\$12,762.6

Student Residence Fees for 2025/26 at the Village CARE:

Lodging Fees	1 st installment	2 nd installment	Total
2-person room in a 4-person unit	\$11,299.5	\$11,048.4	\$22,347.9

** In addition to lodging fees, all residents need to pay Caution Money (\$1,000) and Orientation Fee (\$300) in the 1st installment.*

** \$400 Residential Programme fee will be collected per semester from each Village CARE resident.*

** \$200 Residential Programme fee will be collected per semester from each Undergraduate Halls resident.*

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.
- Applicants should settle the first installment of Lodging Fees on or before 2 Sep 2025.
- The \$1,000 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. For residents checking out during semester break or before the last day of class of semesters or during semester break, a \$100 administrative fee will be deducted from the Caution Money before refund.
- All first-time residents (except exchange students) will be charged a \$300 Orientation Fee.
- For waitlisted and unsuccessful applicants, **refund of Student Residence Deposit (if applicable) will be arranged only via autopay to the Hong Kong bank account as you provided in the BUniPort. You are responsible to ensure the bank account information is correct. Failure to do so by the stated deadline (i.e. 15 September 2025) will result in forfeiture of Student Residence Deposit. User guide on how to update bank account information is available [HERE](#).**

10. Please note the following important dates:

Deadline	Details
15 Aug 2025	Deadline for payment of Student Residence Deposit (for local freshmen)
2 Sep 2025	Deadline for payment of first installment of lodging fees
Mid-Nov 2025	Deadline for payment of second installment lodging fees
23 Dec 2025	Latest check-out date for those who fail to settle the second installment

Successful applicants who fail to pay the Lodging fee before deadline or check in within 7 days from the first day of the residential period will result in cancellation of Student Residential offer and will be deemed to have stayed in the Student Residence during the Student Residence offer period in their future Student Residence applications.

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

You should settle the student residence charges (e.g. lodging fee, restitution charges, penalties etc) on time. If you have not settled any outstanding charges of the student residence in your final year of study, your graduation certificates may be withheld until all the outstanding charges are settled.

11. Check-in Procedures

The earliest check-in date is **27 Aug 2025** (10am – 5:30pm). No early check-in will be considered since rooms will NOT be available earlier. Please click [HERE](#) for VC check-in and [HERE](#) for UGH check-in arrangements.

12. Parcels and Mails

The Student Accommodation Section is **not liable for any loss or damage in the mail and parcels delivered** to the Undergraduate Halls and Village CARE. 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 our [webpage](#).

13. Orientation Activities

All new residents shall participate in the welcoming activities organized by individual Hall or College in early September. Details will be announced later.

14. Works within or in the proximity to the Student Residence

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 proximity to 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 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 you as a result of the Works.

Your attention is hereby drawn to the following Work(s) during the Residential Year of 2025/26. 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 Undergraduate Halls**
- **Façade Enhancement Project at School of Continuing Education Tower and School of Chinese Medicine Building**
- **Government Project at Renfrew Road – Construction of Special Schools**

15. 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 student 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 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 residence place.

16. 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, the 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: <https://sa.hkbu.edu.hk/en/accm>