

HONG KONG BAPTIST UNIVERSITY
Office of Student Affairs
Dr. Ng Tor Tai International House

**General Information on Application for Student Residence at
Dr. Ng Tor Tai International House 2023/24**

Applicants should read carefully and thoroughly the information below before submitting the student residence application. They should contact Dr. Ng Tor Tai International House (NTTIH) if they have any enquiries or need any clarifications. Failure to comply with the student residence application procedures and to provide correct and complete information may lead to disqualification of application or delay in the process of application.

By completing and submitting the student residence application, applicants acknowledge that:

1. they have read, understood, and agreed the terms and conditions of the application contained herein;
2. agree to abide by the relevant rules of NTTIH including the [Terms and Conditions, House 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 NTTIH.

1. Application for Student Residence at NTTIH

- 1.1 Full-time UGC-funded non-local postgraduate and undergraduate students are eligible to apply for the University accommodation in accordance with the [Housing Policy](#).
- 1.2 Application approval for student residence shall be on first-come-first-served basis and is subject to University's Admission Criteria governing application for student residence. Submission of the application form does not guarantee that offer of bed space can be granted.
- 1.3 Application for student residence is subject to final confirmation by the University.

2. Accommodation Period for 2023/24

An applicant shall commit to staying for the whole accommodation period as stated in the application form, or other period as indicated in the application form and approved by the University.

Accommodation Package	10-month	1-year
Accommodation Period*	25/8/2023 - 24/6/2024	22/8/2023 - 22/8/2024

*Notes:

- a) The check-in date may be adjusted and subject to change due to Works in NTTIH. Should there be any changes in the check-in date, we will notify the successful applicants as soon as possible.
- b) For students whose first year of study start or last year of study end in the middle of the academic year, they can choose the monthly package with accommodation period start and end on the specified dates. Provision of monthly package is subject to final decision of NTTIH management.

3. Fees and Payment

- 3.1 Under any circumstances, all paid fees (except Caution Money) are non-refundable and non-transferrable. Please click [here](#) for the details of fees.
- 3.2 An applicant shall pay the entire accommodation fee (i.e. accommodation package fee, caution money and the student activity annual fee) according to the payment notification to confirm his / her acceptance to the bed space offer. If an applicant fails to fully settle the accommodation fee before the specified deadline, the offer of bed space shall automatically be forfeited.
- 3.3 After completion of the entire committed accommodation package, less any restitution charges for damage or loss of properties and / or penalty for breach of Rules and Regulations governing student residence, caution money is refundable by bank-in to a resident's designated bank account within 90 working days upon check-out. In case of early termination of student residence, the paid caution money will be totally forfeited.
- 3.4 The University may deduct any compensation and / or penalty as a result of the resident's breach of rules and any outstanding fees from the caution money without prejudice to any other right of action or any remedy of the University in respect of such breach of the resident.
- 3.5 On account of non-settlement of outstanding fees or charges, the University may withhold the graduate certificates of a student until all the outstanding charges are settled.

4. Provision of 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.

5. Room Assignment

- 5.1 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.
- 5.2 While a very limited number of rooms at NTTIH are designated for single occupancy, the majority of the rooms at NTTIH have to be shared by residents of the same gender.
- 5.3 An applicant may indicate his / her preferred roommate(s) in the application form. However, the University does **NOT** guarantee that the applicant will be assigned the same room with his / her preferred roommate(s).
- 5.4 An applicant's roommate pairing request will **NOT** be successful, if:
 - i. his / her preferred roommate(s) do(es) not complete the application;
 - ii. his / her preferred roommate(s) do(es) not choose him / her or choose(s) other applicant(s) as preferred roommate(s);
 - iii. another applicant chooses his / her preferred roommate(s), who prefer(s) the former as the roommate.
- 5.5 For a successful applicant who does not have a preferred roommate, the University has the authority to pair up other successful applicant(s) with him / her to share the room.

6. Possibility of Room Relocation

- 6.1 To efficiently utilize resources and facilitate timely repairs to the rooms, the University reserves the right to relocate a resident to another designated room in the same student residence by giving advanced notification of at least one day (emergency cases excepted).
- 6.2 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.

6.3 For a resident who occupies a shared room but refuses to relocate and pair up with other resident(s), the University reserves the right to charge him / her a late room relocation charge, on top of the full accommodation 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 accommodation period.

7. Check-in Arrangement

No early check-in will be considered unless special approval by the NTTIH management. Please click [HERE](#) for the check-in procedures.

8. Check-out Arrangement

8.1 Check-out procedures are available [HERE](#).

8.2 A resident who fails to check out by the last day of the committed accommodation package shall be liable to pay a daily penalty charge for late check-out, on top of the extra daily accommodation fee for the days for staying at the student residence after the check-out date.

8.3 A resident shall pay a cleaning fee if the University is required to reinstate the furniture back to its original position, or clean up the room for room vacation.

9. 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 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.

Applicants' attention is hereby drawn to the following Work during the Residential Year of 2023/24. They shall take this into consideration before submitting the application, accepting the bed space offer and paying the accommodation fees:

The construction of the Jockey Club Campus of Creativity (JC3), which is next to NTTIH and is expected to be completed in 2023/24.

10. 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 accommodation 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 NTTIH management 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.

11. Data Privacy

All personal data kept and collected will be used for processing applications, statistical analysis, management of NTTIH residence including the enforcement of all its related rules, promotion of activities and notifications, contact information of residents and their parents/guardian in case of emergency and such other purposes permissible under the Personal Data (Privacy) Ordinance. Applicants have the right to access to or correct their personal data kept by the University by logging into the University Cyber Port System (BUniPort) and contacting the relevant Departmental Personal Data Privacy Manager. Please click [HERE](#) for the Privacy Policy Statement of the University.

12. Others

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

13. Enquiry

Address: 1/F, Dr. Ng Tor Tai International House
32 Renfrew Road, Kowloon Tong, Kowloon, Hong Kong

Phone: (852) 3411 2037 / (852) 3411 2035

Email: sasrapp@hkbu.edu.hk

Website: <http://sa.hkbu.edu.hk/sas/>