

Terms and Conditions for Using Laundry Facilities at Undergraduate Halls

1. Only HKBU students living in NTTIH are eligible for this service.
2. Applicants may visit G4 Service Counter in person during the following time-slots:

Item	Types of Residents	Mondays & Saturdays	Tuesdays To Fridays	Sundays &Public Holidays
Service Hours	Research Postgraduate Students & Undergraduate Students	10:00 a.m. to 5:00 p.m.	10:00 a.m. to 9:00 p.m.	Closed
	Taught Postgraduate Students	10:00 a.m. to 5:00 p.m.		
Time of Cessation of Issuance of Laundry Card	Research Postgraduate Students & Undergraduate Students	3:00 p.m.	7:00 p.m.	
	Taught Postgraduate Students	3:00 p.m.		

3. Applicants should complete a registration form and pay HK\$100. A Laundry Card with initial deposit of HK\$100 will be issued. Laundry Cards are NOT transferable.
4. For every laundry visit, applicants should leave the Student ID Card at G4 Service Counter in exchange of the Laundry Card. Applicants should show the clothes to the staff on duty at G4 Service Counter to substantiate the purpose of the visit.
5. Applicants should go straight to the Laundry Rooms located at Room 111 or 113 and return the Laundry Cards to G4 Service Counter immediately after washing / drying the clothes, in any case no later than the time of cessation of issuance of laundry card as indicated in the above table. Visits to any resident in the Halls must be registered separately after the return of the Laundry Cards.
6. In all cases, applicants must leave the Halls within 2 hours. Hanging of clothes in the Drying Yards is NOT allowed.
7. When the initial deposit is consumed, applicants may add value (minimum HK\$100) to the cards in our G4 Service Counter. In case of loss of Laundry Cards, applicants should pay for \$50 for a new laundry card.
8. Applicants should look after and be responsible for their own belongings during the visits. All items brought into the Halls must be taken away at the end of the visits. The Undergraduate Halls will NOT assume responsibility for any loss of items occurred during the visits. Any items left behind will be disposed of as rubbish immediately without compensation.
9. In case of violation of any of the above stipulations, applicants concerned will be barred for using the service for 1 month.
10. All unused amount will be refunded upon applicants' last visit to the halls, while all unused deposit will be cancelled on the upcoming 30 June or 31 December without notice.