

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 2024/25 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 such situations and arrangements below.

1. The construction of [Jockey Club Campus of Creativity \(JC3\)](#), the work site of which is adjacent to [Dr. Ng Tor Tai International House \(NTTIH\)](#), 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**. Mitigation measures will be taken by the Estates Office to minimize the nuisances incurred by the major repair and maintenance at the construction of JC3 as far as practicable. Residents are advised to close windows of their rooms to alleviate nuisances as appropriate. Your continued understanding and patience will be greatly appreciated. **Please contact the Estates Office should you have further questions.**

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 Dr Ng Tor Tai International House, 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 the 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



Commissioned in 1997, NTTIH provides about 280 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.

Residential Period for Semester 2, 2024/25

Successful Student Residence applicants for Semester 2, 2024/25 are to be offered Student Residence places from **9 Jan 2025 to 24 Jun 2025**, both nights inclusive. *Students are to check out by 3pm on 24 Jun 2025 subject to further arrangements by the management office.*

Application Result Announcement

Event	Time/ Date	Channel
Submit online Student Residence application	11 (12 noon) – 19 Nov 2024 (HK Time)	HERE
Application Result announcement*	2 Dec 2024 (5pm)	
Room Assignment announcement	6 Jan 2025 (5pm)	

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

Preference on Room Type and Roommate

- 1) You need to rank your room type preferences carefully in the application.
- 2) You may indicate **up to 1** preferred roommate* in the application.
- 3) 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 room type assignment process. All applicants will be assigned to their respective preferred room type based on the order of this random number. Please note that random numbers are given regardless of your student residence marks.
- 4) Choices of floors, room type and roommates will be met only as far as practicable.

*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)

Student Accommodation Fees and Payment (*Payment Period: 6-9 Jan 2025)

Student Accommodation Fees for students are to be paid in one installment and are NOT transferrable or refundable. Student Accommodation Fees for 2024/25 2nd Semester are listed below for reference:

Student Accommodation Fees for 2024/25 at **Dr Ng Tor Tai International House**:

Room Types	Lodging Fees (HK\$)
Double room	35,370.6
Single room	81,078.5

**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.
- Applicants should settle the Lodging Fees on or before 9 Jan 2025.
- 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.

Provision of Services and Facilities

You should understand the provision of accommodation services and facilities provided by NTTIH which are stated clearly in the website ([HERE](#)) before submission of student accommodation application and confirmation of bed space offer.

Possibility of Room Relocation

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 accommodation by giving advanced notification of at least one day (emergency cases excepted).
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.
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.
4. In view of the full occupancy of NTTIH, room change requests from students can most likely be handled during semester break when some students check out after completion of Semester 1 accommodation package. Application for room change is subject to approval of the Management of Student Residence.

Check-in Arrangement

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

Check-out Arrangement

1. The latest check-out time is 3:00 p.m. of the student's last day of his/her committed accommodation period. Check-out procedures are available [HERE](#).
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 accommodation after the check-out date.
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.

Works Within or in the Proximity of NTTIH

You 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.

Your attention is hereby drawn to the following Work(s) during the Residential Year of 2024/25. You shall take this into consideration before submitting the application, accepting the student residence offer and paying the student accommodation fees.

- Construction of the Jockey Club Campus of Creativity
- Government Project at Renfrew Road – Construction of Special Schools

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.

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.

Enquiry

Address: G/F Reception, Dr. Ng Tor Tai International House, 32 Renfrew Road, Kowloon Tong,
Kowloon

Phone: (852) 3411 2037

Fax: (852) 2191 9333

Email: accm_pg@hkbu.edu.hk

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