

## **General Information on Hall Application**

Hall applicants should read carefully and thoroughly the information below before submitting the Hall application and should contact the Undergraduate Halls for any enquiries or clarifications. Failure to comply with the Hall application procedures may lead to disqualification of Hall application or delay in the process of the Hall application.

### **Special Attention for 2023/24 Hall 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 hall application. No refund or any forms of compensation will be considered arising from such situations and arrangements below.

1. The construction of [Jockey Club Campus of Creativity \(JC3\)](#) 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 Undergraduate Halls and 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.**
2. To protect the safety and security of residents, **CCTV Surveillance Cameras will be installed in the public areas** of the Undergraduate Halls in 2023/24. The current protocols on the operation of CCTVs would be strictly adhered to protect personal data and privacy of staff, residents, visitors and outsourced workers of the Halls.
3. As announced by the HKSAR Government, [Municipal Solid Waste \(MSW\) charging](#) will be implemented by the end of 2023. Further announcements will be made on the charging mechanism among residents subject to the latest announcements by the HKSAR Government and the Estates Office of HKBU. Based on the polluter-pays principle, hall fees will be adjusted to cover relevant MSW charge.
4. Residents who check out late from the Halls after their designated latest check-out date will be recorded **16 demerit points** and **disqualified for hall application with immediate effect until graduation**. A **late check-out penalty of \$600** will be charged per day after the stipulate latest check-out time 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 Halls will be suspended** on the Mass Check-out Date and the following 5 days.

By completing and submitting the Hall application, you acknowledge that:

1. you have read, understood, and agreed the terms and conditions of the Hall application contained herein;
2. agree to abide by the relevant rules of the Hall including the Terms and Conditions, [Hall Rules and Residents' Code of the Undergraduate Halls](#), and any other rules that the University may prescribe and issue from time to time which it deems necessary for the management of the Halls;
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 Hall services and their residents.

### **Eligibility for the Undergraduate Halls**

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 second year of studies, students can apply for the University accommodation, subject to availability. No University accommodation will be provided starting from their third year of studies.

Non-local undergraduate students who are recipients of a Full Admissions Scholarship will be provided with University accommodation throughout their studies. This is not applicable to recipients who have been denied renewal of their scholarships by the University Scholarship Committee. [Please click HERE for Housing Policy.](#)

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 Halls.

### **Hall Life Education**

*Whole Person Education – Living-learning Community*

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.

### **Undergraduate Halls**

The Undergraduate Halls is composed of the North and South Towers with 4 Halls. They provide a total of 1,736 places for full-time UGC-funded undergraduate students. Please click [HERE](#) to visit our Undergraduate Halls website to know more about us.

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

## **Application and Result Announcement**

| <b>Event</b>   | <b>Time</b>                       | <b>Channel</b>       |
|--|-----------------------------------|----------------------|
| Submit online Hall application                               | 7 Jul, 12noon HKT –<br>16 Jul HKT | <a href="#">HERE</a> |
| Application Result + Hall/Room type assignment announcement* | Late Jul                          | <a href="#">HERE</a> |
| Room Assignment announcement                                 | Upon check-in                     | <a href="#">HERE</a> |

\* Successful Hall applicants will be deemed to have stayed in the Hall during the offer period.

### **Residential Period**

Full Year Hall Offer in 2023/24: 23 Aug 2023 to 16 May 2024 (check out by 12 noon or 3pm on 17 May 2023 subject to further arrangements by the Hall Office, which would be announced no later than one month before the check-out date.)

Information on hall application for non-local students is available [HERE](#). The information provided in your hall application must be correct and complete.

### **Possibility of Room Relocation**

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

Room change is not accepted in the first month after check-in. Residents may apply for room change 1 month after check-in by approaching their respective [Resident Community Officer](#) for application, subject to approval of the Hall Management.

### **Hall Fees and Payment**

The **normal** lodging period for the Residential Year 2023/24 is from 23 Aug 2023 to 16 May 2024, both nights inclusive. Hall Fees for students with Full Year hall offer are to be paid by two approximately equal installments and are NOT transferrable or refundable.

| Lodging Fees                     | 1 <sup>st</sup> installment | 2 <sup>nd</sup> installment | Total      |
|----------------------------------|-----------------------------|-----------------------------|------------|
| 2-person room in a 4-person unit | \$9,706.5                   | \$9,562.7                   | \$19,269.2 |
| 2-person room in a 5-person unit | \$9,193.5                   | \$9,057.3                   | \$18,250.8 |
| 3-person room in a 5-person unit | \$6,933                     | \$6,899.4                   | \$13,882.4 |

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

Details of the Hall fees are as follows:

- Hall fees paid are not refundable (except Caution Money) and transferrable.

- **Successful applicants must settle the hall fees payment before the payment deadline.** If the payment deadline is lapsed, the hall place offered to you will be cancelled and you will need to check out accordingly.
- 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. If a resident withdraws the hall residence before the last day of class of semesters or during semester break, a \$100 administrative fee will be deducted from the Caution Money.
- For freshmen and returning students, except exchange students, who have not resided in the Halls before, an Orientation Fee of \$300 will be collected.

Please note the following important dates:

| <b>Deadline</b> | <b>Details</b>  |
|-----------------|---|
| Mid-Nov 2023    | Deadline for payment of second installment Hall fees                      |
| 22 Dec 2023     | Latest check-out date for those who fail to settle the second installment |

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

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

### Miscellaneous Fees and Charges

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

### Check-in Arrangements

The earliest check-in date is **23 Aug 2023 (10am – 6pm)**. **No early check-in will be considered** since rooms will NOT be available earlier. In case you need to arrive Hong Kong earlier than **23 Aug 2023**, you are advised to plan ahead for your own accommodation. Please click [HERE](#) for check-in procedures.

You should complete the online Hall Health Declaration Form and the In-room Item Confirmation within 2 days after check-in. Details will be sent to your HKBU email.

### Octopus Card for Air Conditioning and Laundry Service

Residents could 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.** Details of obtaining the Octopus Card is available [HERE](#).

### Hall Orientation Activities

All new residents shall participate in the Hall orientation activities organized by individual Hall by late August. Details will be announced later.

### Works within or in the proximity of the Undergraduate Halls

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 the proximity of the Undergraduate Halls. 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 they shall agree to waive irrevocably any claim for refund of hall 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 during the Residential Year of 2023/24. You shall take this into consideration before submitting the application, accepting the hall offer and paying the hall fees: The construction of the Jockey Club Campus of Creativity (JC3), which is next to the Undergraduate Halls and is expected to be ready for full occupancy in 2024/25.

### **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 halls, refund of hall 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 hall fees payment.

You may also note that under very special circumstances, the Hall 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. You are reminded to consider such possibilities before you accept our offer of residence place.

### **Data Privacy**

All personal data collected and retained will be used for processing applications, statistical analysis, management of hall residence including the enforcement of all its related rules, promotion of activities and notifications, contacting Hall 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**

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Address: Room G4, Undergraduate Halls, 5 Baptist University Road, Kowloon Tong, Kowloon

Phone: (852) 3411 2600

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Email: [ughall@hkbu.edu.hk](mailto:ughall@hkbu.edu.hk)

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