

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 in April 2024. 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 stipulated 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.

1. Eligibility for Accommodation in the Undergraduate Halls

Full-time exchange undergraduate students will be accommodated in the University accommodation during their exchange studies. Please click [HERE](#) for the Housing Policy.

Students must possess a student status of "Normal Study" as defined by the Academic Registry during the stay in the Student Halls. 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 or suspension of study) will no longer be eligible for student accommodation and will be required to check out of the hall.

2. 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.

3. Undergraduate Halls

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.

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

4. Application and Result Announcement

Event	Time	Channel
Submit online Hall application	22 Nov 12noon HKT – 29 Nov HKT	HERE
Result announcement and Hall allocation	Mid-December 2023	HERE
Room Assignment announcement	Upon check-in	HERE

Residential Period

Spring Semester Exchange Students: 4 Jan to 16 May 2024 (check out by 12 noon or 3:00pm on 17 May 2024)

Information on hall application for exchange students is available [HERE](#). The information provided in your hall application must be correct and complete. Your submission of hall application also implies that you agree to abide by the [Terms and Conditions, Hall Rules and Residents' Code](#) of the Undergraduate Halls.

5. Preference on Room Type and Roommate

You can choose the following two room types as your preference:

- a. 2-person room in a 4-person unit
- b. 2-person room in a 5-person unit

Please click [HERE](#) for details of student bedrooms and floor plan.

There is no preference on roommate. Roommates will be assigned by the management. The Hall Management reserves the right of the final decision of allocation of hall place.

6. Possibility of Room Relocation

For the sake of efficient utilization of resources, facilitate timely repairs to the rooms such as the major external wall repair and other relevant repairs, 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.

7. Hall Fees and Payment

Please refer to the HKBU International Office website [HERE](#).

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 recovered and you will need to check out accordingly.
- The \$1,000 Caution Money is refundable to residents only after check-out, less any restitution charges for damage or loss of properties and keys and late check-out penalty. For residents checking out during semester break or before the last day of class of the semester, a \$100 administrative fee will be deducted from the Caution Money before refund.

8. Miscellaneous Fees and Charges

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

9. Check-in Procedures

The earliest check-in date is **4 Jan 2024 (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 **4 Jan 2024**, 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.

10. Octopus Card for Air Conditioning and Laundry Service

Residents could top up the **air conditioner outside the lounge** 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](#)

11. Late check-out Penalty (New!!!)

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 stipulated latest check-out time until the check-out procedures are completed.

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**.

Visitation in the Halls will be suspended on the Mass Check-out Date and the following 5 days.

12. Parcels and Mails (New!!!)

The Undergraduate Halls is **not liable for any loss or damage in the mail and parcels delivered** to the Undergraduate Halls. 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 [HERE](#).

13. 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 completed in 2024/25.

14. 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.

15. 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.

16. Enquiry

Office: Undergraduate Halls, Office of Student Affairs, Hong Kong Baptist University
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Kowloon
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