

**General Information on Student Accommodation Application**  
**Dr. Ng Tor Tai International House 2024/25**  
**(For full-time UGC-funded undergraduates)**

You should read carefully and thoroughly the information below before submitting the Student Accommodation application. You should contact the Student Accommodation Section if any enquiries or any clarifications are needed. Failure to comply with the Student Accommodation application procedures and to provide correct and complete information may lead to disqualification of Student Accommodation application or delay in the process of application.

**Special Attention for 2024/25 Student Accommodation 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 accommodation application. No refund or any forms of compensation will be considered arising from such situations and arrangements below.

- a) The construction of Jockey Club Campus of Creativity (JC3) and the special schools at Renfrew Road 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 NTTIH 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.
- b) As announced by the HKSAR Government, Municipal Solid Waste (MSW) charging will be implemented in early August 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.

**By completing and submitting the student accommodation application, you acknowledge that:**

1. you 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. Eligibility for Student Accommodation**

- 1.1 Full-time UGC-funded non-local undergraduate students are eligible to apply for the University accommodation in accordance with the Housing Policy.
- 1.2 Application approval for student accommodation is subject to availability and University's Admission Criteria governing application for student accommodation. Submission of the application form does not guarantee that offer of bed space can be granted.
- 1.3 Application for student accommodation is subject to final confirmation by the University.

## 2. Accommodation Period for 2024/25

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	5-month (Semester 1)	5-month (Semester 2)
Accommodation Period*	26/8/2024 - 25/6/2025	26/8/2024 - 24/1/2025	25/1/2025 - 25/6/2025

\*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 those who are offered 10-month accommodation package and wish to extend their residence during the summer period due to academic reason such as summer programme, internship, they could apply for summer residence in April. Application approval will be subject to room availability or other considerations.*

## 3. Student Accommodation Fees and Payment (Subject to review and adjustment for 2024/25)

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

## 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 There are very limited number of single rooms available in NTTIH. Priority will be given to Research Postgraduates. Most of the rooms at NTTIH will be shared by residents of

the same gender in double occupancy.

- 5.3 An applicant may indicate his / her preferred roommate in the application form. However, the University does **NOT** guarantee that the applicant will be assigned the same room with his / her preferred roommate.
- 5.4 An applicant's roommate pairing request will **NOT** be successful, if:
- i. his / her preferred roommate does not complete the application;
  - ii. his / her preferred roommate does not choose him / her or chooses another applicant as preferred roommate;
  - iii. another applicant chooses his / her preferred roommate, who prefers 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 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 accommodation 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.
- 6.4 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 NTTIH Management.

## **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 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](#).
- 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 accommodation 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. Parcels and Mails**

The Student Accommodation Section is **not liable for any loss or damage in the mail and parcels delivered to NTTIH**. Residents are responsible to collect the mail and parcels promptly.

#### **10. 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.

#### **11. 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.

#### **12. 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.

#### **13. Others**

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

#### **14. Enquiry**

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