

Application for Room/Bed Change**A) Details of Residents Involved:**

Room Type	Resident 1	Resident 2	Resident 3	Resident 4	Resident 5	Resident 6
English Name						
Chinese Name (if applicable)						
Student No.						
Current Room & Bed Assigned						
Preferred Room & Bed						
Contact No.						
	We, the above-named residents, hereby sign to indicate our consent to the requested changes. We will also be responsible for the relocation of our own belongings.					
Signature						

B) Reasons for Change:

(use separate sheet when necessary)

C) Bed Change Procedures

Bed Change within the SAME bedroom	Change to another Hall/Room
1. Fill in the form and submit it to your Resident/Hall Tutor for endorsement.	1. Room change application is only accepted one month after check-in.
2. Your Resident/Hall Tutor shall return the form to the G4 Service Counter.	2. Fill in the form and submit it to your Resident/Hall Tutor for endorsement, then to the Resident Community Officer and approval of the Resident Master, if needed.
3. Results will be notified by email/ phone.	3. Results will be notified by email/ phone.
4. All residents involved must go to the G4 Service Counter for updating Student Card and Door Card within 2 working days .	4. All residents involved must go to the G4 Service Counter for updating Student Card, Door Card and Washroom & Mailbox Keys within 2 working days or by a time as assigned by G4, whenever earlier .
5. Failure to complete the bed change procedures by the deadline will result in cancellation of application without prior notification.	5. A door card accessible to the two bedrooms will be provided during the assigned relocation period. All relocation MUST be completed within the relocation period.
	6. All residents involved must go to the G4 Service Counter for updating the door card again after the relocation is completed.

Important Notes:

- Applicants are responsible to settle any differences in hall fees incurred due to change of different room types.
- Successful applicants are each required to pay an administrative fee of \$100 for bed change to another Hall/room.
- Approved room change application **during semester break MUST** be submitted to the G4 Service Counter **by 15 December**. The room change **MUST** be completed **by the end of December** or the room change will be canceled automatically.

D) Privacy PolicyPlease refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Office Use Only

Recommended by: (Bed/Room)

_____ (RT/HT) _____ (date)

_____ (RT/HT) _____ (date) [For change of floor]

Endorsed by: (Room)

_____ (RCO) _____ (date)

_____ (RCO) _____ (date) [For change of Hall]

Approved by: (Bed/Room)

_____ (RM) _____ (date) [For change of Hall]

_____ (RM) _____ (date) [For change of Hall]

_____ (SSHO) _____ (date) [For bed change]

G4 Use Only

	<u>Completion Date:</u>	R1	R2	R3	R4	R5	R6
1	Room Inspection						
	Return Door Card						
2	Return Washroom and Mailbox Keys						
	Collect Door Card for Relocation (2 doors)						
3	Collect Washroom and Mailbox Keys						
4	Update new door key card						
	Update Student Card						
	Update HIMS						
5	Administrative Fee						
6	Make-up/ Refund						

*Please write the date in the boxes.

Bed/ Room change date/ time: From _____ to _____

*Confirmed by _____ (SSHO) _____ (date)

*Copy to RCO: _____ (date) [for bed change]