

## **General Information on Student Residence Application** **(For full-time UGC-funded undergraduates)**

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 forms of compensation will be considered arising from such situations and arrangements below.

1. The Undergraduate Halls will undergo major external wall repair and fixing works in 2024/25, during which scaffolding will be erected to cover the entire North Tower of the Undergraduate Halls and the North Tower will be closed. Nuisances such as noise, dust and smell will inevitably be caused.
2. The construction of [Jockey Club Campus of Creativity \(JC<sup>3</sup>\)](#) 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.**
3. The construction of 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**. Residents are advised to close windows of their rooms to alleviate nuisances as appropriate. Your continued understanding and patience will be greatly appreciated.
4. To protect the safety and security of residents, **CCTV Surveillance Cameras will be installed in the public areas** of the Undergraduate Halls in 2024 Summer. 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.
5. As announced by the HKSAR Government, [Municipal Solid Waste \(MSW\) charging](#) will be implemented by the August of 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, student residence fees will be adjusted to cover the relevant MSW charge.
6. Residents who check out late from the Hostels after their designated latest check-out date will be recorded **16 demerit points and disqualified for future student residence applications with immediate effect until graduation**. A late check-out penalty of \$600 will be charged per day after 12 noon/ 3 pm of each late check-out day until the check-out procedures are completed.

7. 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**.
8. **Visitation in the Undergraduate Halls and Village CARE will be suspended** on the Mass Check-out Date and the following 5 days.

By completing and submitting the Student Residence application, you acknowledge that:

1. you have read, understood, and agreed to the terms and conditions of the Student Residence application contained herein;
2. you agree to abide by the relevant rules of Student Residences 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 Student Residences;
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 residents.

## 1. Eligibility for Student Residence

### A. Housing Policy

University Grants Committee (UGC)-funded full-time local undergraduate students will have the opportunity to experience one year of hostel life in University accommodation during their studies at the University. Please click [HERE](#) for Housing Policy.

### B. Student Status

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 Hostels.

### C. GPA Requirements for Residents currently residing in the Hostels with Second Semester 2023/24 Student Residence Offer Only: Application submitted in Nov 2023 (Except Freshmen and Final Year Students who never resided in the Hostels)

All residents with Second Semester student residence offer only (except Freshmen and Final Year Students who never resided in the Hostels) will need to obtain a **minimum semester GPA of 2.0 or above for the First Semester of 2023/24**. Those who fail to do so will still be allowed to stay in the Hostels but their student residence application for Residential Year 2024/25, if any, will be subject to a **minimum semester GPA of 2.0 or above for the Second Semester of 2023/4**. For residents who fail to obtain a minimum semester GPA of 2.0 or above for the First Semester of 2023/24 **AND** the Second Semester of 2023/24, **their student residence applications for Residential Year 2024/25 will not be considered**.

D. GPA Requirements for Successful Student Residence Applicants with full-year Student Residence Offer of Residential Year 2024/25 (Except Freshmen and Final Year Students who never resided in the Hostels)

All successful student residence applicants with full-year student residence offer of Residential Year 2024/25 (except Freshmen and Final Year Students who never resided in the Hostels) will need to obtain a **minimum semester GPA of 2.0 or above for the Second Semester of 2023/24**. Those who fail to do so will still be allowed to stay in the Hostels but their residence in the Second Semester of 2024/25 will be subject to a **minimum semester GPA of 2.0 or above for the First Semester of 2024/25**.

For residents who fail to obtain a minimum semester GPA of 2.0 or above for the Second Semester of 2023/24 **AND** the First Semester of 2024/25, **their residence in the Second Semester of 2024/25 will be terminated and they will need to check out from the Hostels within 5 days**. Student residence fees will be refunded from the date of check-out on a pro rata basis. Late check-out penalty applies as and when appropriate.

E. Extra marks for GPA

Student Residence applicants with the following semester GPA in their immediate past semester (First Semester of 2023/24) will be awarded extra hall marks:

Semester GPA of 2.70 – 2.99, extra 3 marks will be awarded

Semester GPA of 3.0 or above, extra 5 marks will be awarded

## 2. Residential Education

*(Undergraduate Halls) 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.

*(Village CARE) Theme based Residential Education – Vision & Mission*

To offer the best learning experience for students in a residential setting, delivering transdisciplinary academic excellence in a caring, creative, and global culture. To enable student residents to care for the *common good of humankind* by addressing creatively the local and global challenges through its transdisciplinary thematic *curricular* and *co-curricular* programmes in the residential setting.

## 3. Student Residences

The Undergraduate Halls are 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. **Due to the major external wall repair of the North Tower in 2024/25, the North Tower will be closed, and**

all 4 Halls will be located in the South Tower. The total number of student residence places will be reduced to 885.

<u>Halls</u>		<u>Hall Motto</u>	
<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

The Village CARE comprises 4 Residential Colleges and will open by phases in 2024/25. The South Block (Block 1) and East Block (Block 3) will be tentatively available for accommodation in August 2024\*.

Upon completion of their living learning experiences at Village CARE, students will:

- Demonstrate intrapersonal awareness, personal wellness & interpersonal lifestyle indicative of whole person development;
- Actively pursue academic learning, both in depth and breadth, showing a capacity for independent lifelong learning;
- Actively and responsibly engage in the community – from Village CARE to the community, both local and global;
- Solve problems creatively and with critical thinking; and
- Be effective leaders and members in transdisciplinary and culturally diversified teams.

Notes\*

Subject to the completion of works by the Estates Office.

#### **4. Miscellaneous Fees and Charges**

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

Applicants for Village CARE should take note that, in addition to the in-room air-conditioning, other electricity consumption within their bedrooms and units/apartments will be charged based on a user-pay principle.

#### **5. Residential Period in 2024/25**

Successful student residence applicants for 2024/25 are to be offered Student Residence places for Full Residential Year tentatively from **27 August 2024 to 22 May 2025**, both nights inclusive. \*

Notes\*:

*The check-in date may also be adjusted subject to the major external wall repair at the North Tower of the Undergraduate Halls and the works at Village CARE South Block (Block 1) and East Block (Block 3). Should there be any changes in the check-in date, we will notify the successful applicants as soon as possible.*

## 6. Application and Result Announcement

Event	Time	Channel
Submit Online Student Accommodation Application	25 March - 8 April 2024	<a href="#">HERE</a>
Application Result Announcement*	5 pm, 3 May 2024 (for non-local students) 5 pm, 14 June 2024 (for local students)	<a href="#">HERE</a>
Room Assignment Announcement	Early-August 2024	<a href="#">HERE</a>

*\* Successful Student Accommodation applicants will be deemed to have stayed in the Student Accommodation during the offer period and the marks for Year of Residence, if any, will not be given in future student accommodation applications.*

*Starting from the year of 2022/23, residents' misbehaviours (e.g. late check-out) that are subject to disciplinary actions or record of demerit points in any Residential Year and the abovementioned GPA requirements will be taken into consideration in the approval of the student accommodation application in the following year. In the event of a successful student accommodation applicant involvement's in any disciplinary cases or failure to fulfill the abovementioned GPA requirements after the announcement of the student accommodation application result, the Hall Management reserves the right to withdraw and rescind the student accommodation offer subject to the decision of the Hall Disciplinary Panel on such disciplinary cases or the relevant GPA requirements.*

### Student Accommodation Application Appeal

Applicants on the waiting list and unsuccessful applicants may submit a Student Accommodation Appeal Application by the following deadlines:

- 1) Non-local Students: 9 May 2024, 5 pm
- 2) Local Students: 20 June 2024, 5 pm

Late submission of appeal application will not be considered. Student Accommodation Appeal Application forms are available through the links below:

Non-local Students: [HERE](#)

Local Students: [HERE](#)

## 7. Preference on Hall , Room Type and Roommate

- 1) You need to rank your Hall /room type preferences carefully in the application.
- 2) You may indicate **your preferred roommate(s)** in the application.
- 3) You may indicate up to **2 preferred roommates (apply to applicants who select Undergraduate Halls' 3-person room only)\*** in the application.
- 4) 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 Hall/room type assignment process. Applicants who do not have preferred roommates will also be given unique random numbers. All applicants will be assigned to their respective preferred Hall/room type based on the order of this random number. Please note that random numbers are given regardless of your hall marks.
- 5) Choices of Halls, floors, room types and roommate(s) 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;  
your preferred roommate(s) chooses another student(s) to be his/her preferred roommate(s); OR
- c) another student chooses you or your preferred roommate(s) to be his/her preferred roommate(s)

## 8. Local & Non-local Pairing Pilot Scheme

To provide structured and sufficient incentives for students to proactively build connections that integrate local and non-local students into residential life, a voluntary pairing pilot scheme of local and non-local students as roommates will be introduced from the 2024/25 Residential Year and details are as follows:

- 1) The pilot scheme is applicable to both 2-person or 3-person room of the Undergraduate Halls.
- 2) Only students who are eligible for University Accommodation application under the housing policy are \*eligible to apply. The pair of the students are responsible to check the eligibility of each other before applying the pairing scheme together.
- 3) Students who wish to join the pilot scheme in 2024/25 shall indicate each other in the application form that is open in late March 2024. Student number(s) and name(s) of the paired roommates must be inputted in the section below:

### Preferred Roommate

#### 1st Preferred Roommate (for 2/3-person room)

Student ID:

Student Name:

#### 2nd Preferred Roommate (for 3-person room)

Student ID:

Student Name:

- 4) Forms with missing information will not be processed.
- 5) If the student residence applications of all the paired students are successful, they are expected to accept the student hostel offer and pay the fees accordingly. Student hostel offers would be voided if any one of the students declines the student hostel offer.
- 6) The result of the pairing scheme would be announced by early May 2024.

**\*Note:**

- a. University Grants Committee (UGC)-funded full-time local undergraduate students will have the opportunity to experience one year of hostel life in University accommodation during their studies at the University.
- b. 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.

### **9. Possibility of Room Relocation**

For the sake of efficient utilization of resources and to facilitate timely repairs to the Hostels 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 Hostels 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 Residential Life Officer for application, subject to approval of the Hall Management.

### **10. Student Accommodation Fees and Payment (subject to review and adjustment for 2024/25)**

Student Accommodation Fees for students with Full Year student residence offers are to be paid by approximately two equal **installments** and are NOT transferrable or refundable.

Student Accommodation Fees for 2023/24 at the Undergraduates Halls are listed below for reference:

<b>Lodging Fees</b>	<b>Local Students</b>	<b>Non-local Students</b>
2-person room in a 4-person unit	\$14,981.4	\$18,765.9
2-person room in a 5-person unit	\$14,224.5	\$17,774.1
3-person room in a 5-person unit	\$10,805.4	\$13,519.8

Student Accommodation Fees for 2024/25 at Village CARE are listed below for reference:

<b>Lodging Fees</b>	<b>Local Students</b>	<b>Non-local Students</b>
2-person room in a 4-person unit	\$22,084.9 *	\$27,653.2*

**\* subject to approval of the Student Residence Management Board**

*\* In addition to lodging fees, all residents need to pay Caution Money (\$1,000) and other miscellaneous fees as appropriate.*

Details of the student accommodation fees are as follows:

- Student Accommodation fees paid are not refundable (except Caution Money) and transferrable. Successful applicants must settle the first installment of Student Accommodation fees during **14 - 27 June 2024**. If the payment deadline is lapsed, your application will be cancelled automatically.
- 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.
- All first-time residents (except exchange students) will be charged a \$300 Orientation Fee.

Please note the following important dates:

<b>Deadline</b>	<b>Details</b>
27 June 2024	Deadline for payment of first installment student accommodation fees
Mid-Nov 2024	Deadline for payment of second installment student accommodation fees
23 Dec 2024	Latest check-out date for those who fail to settle the second installment

Successful applicants who fail to pay the Student Accommodation fees **in full amount** before the payment due date or check in within 7 days from the first day of the Student Residence offer period will result in cancellation of Student Residence offer and will be deemed to have stayed in the Hostels during the Student Residence offer period in their future Student Residence applications. The marks for Year of Residence, if any, will not be given in future student residence applications and the Student Accommodation fees paid, if any, will not be refunded.

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

You should settle all the fees charged by the Student Accommodation (e.g. student accommodation fee, restitution charges, penalties etc.) on time. If you have not settled any outstanding charges charged by the Student Accommodation Section by your final year of study, your graduation certificates may be withheld until all the outstanding charges are settled.

## **11. Check-in Procedures**

The earliest check-in date is **27 Aug 2024** (10 am – 6 pm). No early check-in will be considered since rooms will NOT be available earlier. Please click [HERE](#) for check-in procedures.

## **12. Late Check-out Penalty**

Residents who check out late from the Undergraduate Halls / Village CARE after their designated latest check-out date will be recorded **16 demerit points and disqualified for future student residence applications with immediate effect until graduation**. A late check-out penalty of **\$600** will be charged per day after 12 noon/3 pm of each late check-out day 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 Hostels will be suspended** on the Mass Check-out Date and the following 5 days.

### **13. Parcels and Mails**

The Student Accommodation Section (SAS) is **not liable for any loss or damage in the mail and parcels delivered** to the Undergraduate Halls and Village CARE. 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](#).

### **14. Student Residence Orientation Activities**

All new residents shall participate in the Student Residence orientation activities organized by individual Hall/Residential College in late August to early September. Details will be announced in due course.

### **15. Works within or in proximity to the Hostels**

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 proximity to the Undergraduate Halls and Village CARE. 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 you shall agree to waive irrevocably any claim for refund of student 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 you 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:

The construction of the Jockey Club Campus of Creativity (JC<sup>3</sup>), which is next to the Undergraduate Halls and is expected to be completed in 2024/25.

The construction of Special Schools at Renfrew Road which is next to the Undergraduate Halls and Village CARE and is expected to be completed in 2026/27.

## **16. 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 Hostels, refund of student 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. You should consider this when you decide on making student accommodation 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.

## **17. Data Privacy**

All personal data collected and retained will be used for processing applications, statistical analysis, management of student residences 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 request 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.

## **18. Enquiry**

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

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Kowloon

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