

Notes on Application for Accommodation in Temporary Student Bed Places at Vacant Staff Quarters for 2023/24

1) Eligibility

- Non-local **Full-time students** from Self-funded Postgraduate Programme.

2) Condition & Provisions at the Student Accommodation

- Accommodation will be in the form of a temporary bed place (bunk beds) in a flat for 4 to 20 students with bedrooms, a kitchen and bathroom(s) to be shared by student of the same gender;
- Each flat is furnished with wardrobes, refrigerator, microwave oven and washing machine; and
- Internet service (Wi-Fi) is provided in each flat.

3) Allocation of Temporary Bed Place

- Bed Place is limited and the University will not guarantee allocation to each applicant.
- Subject to availability of bed places and drawing lots will be arranged to decide the priority on allocation if the number of applicants are in excess of the bed places available.
- All eligible students are required to submit their application forms to Estates Office via e-mail on or before 23:59 of 31 May 2023 (Wednesday) as forms received after drawing lots will not be considered. It will only be considered under very special circumstances should there is any bed place available then after the allocation.
- In any event, the allocation by the University is final and under no circumstances would any applicant be guaranteed of allocation of bed place, whether or not be placed in the waiting queue.
- The allocation of temporary student bed places, which depends upon the then situation, in the flats will be adjusted from without advance notification

4) Licence Period

- Starting from the date of check-in to 15 June 2024 (Saturday), or cessation of study at the University, whichever is the earliest.

5) Licence Fees & Utility Charges

- All student residents shall pay a Licence Fee which is inclusive of government rent and rates, management charges and water and town gas charges in two installment. The 1st installment should be paid when they check in for the bed place. The 2nd installment should be paid before the commencement of the 2nd semester or 31 December 2023. Method of payment of licence fee will be provided in due course.
- Licence fee will be adjusted annually on par with inflation rate and other related factors.
- All student resident shall also pay a Security Deposit equivalent to 1 month Licence Fee on the date of check-in. The paid Security Deposit, subject to deduction of any outstanding charges

incurred, will be refunded to the student when completed the check-out procedures at the end of licence period.

- **Paid Licence Fee is non-refundable and non-transferable.** In case you would like to quit the assigned temporary bed place, you should give us written notification before you leave the bed place.
- Electricity charges would be calculated on a bi-monthly basis and be shared and paid by the student residents in the same flat before the due date.

6) Announcement of Result and Acceptance of Offer

- Application result would be announced via e-mail from Estates Office after the application or the balloting in case draw lot is arranged. The result may be announced on or before 14 July 2023 (Friday).
- Successful applicants are required to complete check-in procedure and settle the full payment by designated deadline. If the successful applicant failed to complete the check-in procedure by the prescribed deadline, they would be deemed as declining the offer and the bed place would be assigned to other student on the waiting list.
- As the total number of bed place is limited, all applicants are advised to consider other options of off campus accommodation.

7) Check-out from Residents

- All residents should vacate from room and remove all personal property therein on or before the check-out date on 15 June 2024 (Saturday). You should be responsible for removing all your personal belongings. Any personal belongings found after the check-out date will be removed by the University. The University will not be liable for any loss of or damage to such property.
- Residents should complete check-out procedures at the designated counter / office by check-out date.

8) Estates and Facilities Management

- For queries about Licence Fee, Licence Period, and issues related to estates and facilities management, please contact TSBP Team of Estates Office by e-mail at tsbp2324@eduhk.hk.

9) Application Procedure

- Applicant shall submit a duly completed application form to Estates Office by e-mail at tsbp2324@eduhk.hk on or before 23:59 of 31 May 2023 (Wednesday)

10) Disclaimer

- Estates Office reserves the right to update the above information without prior notification.



**Application Form for Accommodation in Temporary Student Bed Places at Vacant Staff Quarters for
2023/24**

**Please submit a duly completed application form to the Estates Office via e-mail to
tsbp2324@eduhk.hk on or before 23:59 of 31 May 2023 (Wednesday)**

Section A. Personal Particulars of the Applicant

Name in English: _____ Name in Chinese: _____ Gender: _____

In BLOCK Letters, Surname First

Student No / Application No:

A									
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Year of study in 2023- 24*:

Year 1	Year 2	Year 3	Year 4 or above
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Programme Code:

A					
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Province: _____ Country: _____

Mobile: (_____) _____

(If you have preference in the type of flat-mate*, please indicate your preference by putting 1, 2 and 3 in the boxes below with 1 being the type you most preferred.)

Undergraduate Programme

Postgraduate Programme

Same Programme as mine

** (The indication can only serve as a reference. The allocation of bed places is subject to the availability.)*

Email address: _____

Home address: _____

Notes:

1. The applicant's personal data will be used by the Estates Office of the University in connection with considering the applicant's application for On-Campus accommodation.
2. The University may transfer (whether within or outside Hong Kong) and / or exchange personal data of the applicant to and / or with all such entities as the University may consider necessary, including different departments and sections of the University and / or any law enforcement agency or related entity.

Section B. Undertaking and Declaration

1. Allocation of On Campus Accommodation – I understand that my preference indication is for reference of Estates Office in processing my application. Successful granting of my preferred type of flat-mate is subject to availability of vacancy. I also understand that allocation is subject to availability of temporary student bed places and if the demand exceeded the supply, drawing lots will be arranged to set the priority on the allocation of the bed place. I also understand that if all the temporary bed places are filled up, I have to find off-campus accommodation.
2. Licence Period – I understand that I have to check-in and check-out of the assigned temporary bed place according to the allocated Licence Period as stated in “Notes on Application for Accommodation in Temporary Bed Places at Vacant Staff Quarters for 2023 / 24”
3. Licence Fees – I understand that the Licence Fees for the licence period, which will be adjusted annually on par with inflation rate and other related factors, will have to be prepaid in 2 installments. **The 1st installment should be paid before you check in for the bed place.** The 2nd installment should be paid before the commencement of the 2nd semester or 31 December 2023 (Sunday). The paid licence fee is non-refundable and non-transferable. I also undertake to accept the assigned temporary bed place and settle my payable Licence Fees by designated deadline. In the event that I do not accept the offer, the Estates Office has the right not to consider my application if I re-apply again. If successful applicants fail to complete the check-in procedure by the deadline, they would be deemed as declining the offer and the bed places would be assigned to applicants on the waiting list.
4. Security Deposit - I understand that I have to prepay a Security Deposit, in the amount equivalent to 1 month licence fee on the date of check-in.
5. Electricity charges – I understand electricity charge would be calculated on a bi-monthly basis and be shared and paid by the student residents in the same flat before the due date.
6. In the event I want to move out before the expiry of the Licence Period, I understand that I must give the Estates Office one month’s prior notice in writing from the check-out date.
7. While I am living in the temporary student bed place, I undertake to abide by the terms and conditions of the licence agreement and the house rules for student accommodation and if there is any breach of the house rules, the Estates Office has the right to terminate my Licence Period.
8. In the event that there is a vacancy in my room / flat, I understand that I have to share the room / flat with student resident(s) arranged by the Estates Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/ flat as arranged by the Estates Office.

I declare that the information provided in this application and all document(s) submitted is true and accurate. I understand that provision of false information may lead to disqualification of the application and / or disciplinary actions.

Applicant’s/ Authorized Person’s[#]

Signature: _____

Date : _____

[#] Letter of authorization duly signed by the applicant must be provided.