

STUDENT AFFAIRS OFFICE 學生事務處

**Guidelines on Application for Student Accommodations 2019/20**

2019/20 年度學生宿舍申請指引

The EdUHK accords high importance to hall life education and regards this as an integral part of university study. All first-year full-time students on a UGC-funded undergraduate programme will be offered guaranteed hall residency for 2 semesters, one of which to be taken up during the first-year of study. Other full-time students on UGC-funded programmes should normally go through the Point System for hall application. All eligible students have to submit their online application via iHostel System.

香港教育大學高度重視舍堂生活教育，並視之為大學學習的重要部分。所有教資會資助本科課程的全日制學生，於入讀一年級時將獲得兩個學期的學生宿舍入住保證權，其中一個學期的學生宿舍入住保證權，必須在第一學年期間使用。其他教資會資助本科課程的全日制學生均須按宿分制度進行遴選。所有合申請宿舍資格的學生必須使用網上 iHostel 系統提交申請。

**1 Eligibility 申請資格**

- 1.1 All full-time students on a UGC-funded programme, including Research Postgraduate programmes (RPg), Postgraduate Diploma in Education Programmes (PGDE), Undergraduate programmes, Exchange programme and Higher Diploma (HD) in Early Childhood Education (ECE) programme.

教資會資助課程的全日制學生，包括：研究生課程(哲學碩士及哲學博士課程)、教育文憑課程、本科課程、交換生計劃及幼兒教育高級文憑課程。

- 1.2 Students are not advised to apply for student accommodation for the semester during their period of exchange programme and immersion programme.

學生參與交換生計劃和沈浸課程期間，並不鼓勵申請該學期的宿位。

**2 2019/20 Residential Year 2019/20 住宿年度**

Whole Year Residence 全年住宿期	14:00, 26 Aug 2019 (Mon) – 12:00, 5 Jun 2020 (Fri) 2019 年 8 月 26 日(星期一)下午 2 時 - 2020 年 6 月 5 日(星期五)正午 12 時
1 <sup>st</sup> Semester Residence 第一學期住宿期	14:00, 26 Aug 2019 (Mon) – 12:00, 20 Dec 2019 (Fri) 2019 年 8 月 26 日(星期一)下午 2 時 - 2019 年 12 月 20 日(星期五)正午 12 時
2 <sup>nd</sup> Semester Residence 第二學期住宿期	14:00, 2 Jan 2020 (Thu) – 12:00, 5 Jun 2020 (Fri) 2020 年 1 月 2 日(星期四)下午 2 時 - 2020 年 6 月 5 日(星期五) 正午 12 時

### 3 2019/20 Application Periods 2019/20 申請日期

Application Round 申請序列	Application Start Date 開始申請日期	Application Deadline 截止申請日期	Eligible Students 符合申請資格的學生
1 <sup>st</sup> Round 第一輪	3 Apr 2019 (Wed) 2019年4月3日(星期三)	11 Apr 2019 (Thu) 2019年4月11日(星期四)	UGC-funded Full-time Ug & RPg Returning Students 教資會資助的全日制本科課程及研究生課程學生
2 <sup>nd</sup> Round 第二輪	22 Jul 2019 (Mon) 2019年7月22日(星期一)	24 Jul 2019 (Wed) 2019年7月24日(星期三)	Non-local exchange students 非本地交換生
	26 Jul 2019 (Fri) 2019年7月26日(星期五)	29 Jul 2019 (Mon) 2019年7月29日(星期一)	Non-local UGC-funded Full-time Year-1 Ug & PGDE Students 教資會資助的全日制本科課程及教育文憑課程非本地一年級學生
	1 Aug 2019 (Thu) 2019年8月1日(星期四)	4 Aug 2019 (Sun) 2019年8月4日(星期日)	UGC-funded Full-time RPg Students 教資會資助的全日制研究生課程學生
	8 Aug 2019 (Thu) 2019年8月8日(星期四)	12 Aug 2019 (Mon) 2019年8月12日(星期一)	UGC-funded Full-time Ug, PGDE & HD(ECE) Students 教資會資助的全日制本科課程、教育文憑課程及幼兒教育高級文憑課程學生
3 <sup>rd</sup> Round 第三輪	<i>Only be launched separately subject to availability of hall places after the 2<sup>nd</sup> Round Application. 只適用於第二輪申請後仍有宿位餘額情況</i>		
Special Round 特別輪	12 Nov 2019 (Tue) 2019年11月12日(星期二)	14 Nov 2019 (Thu) 2019年11月14日(星期四)	Non-local exchange students 非本地交換生
	29 Nov 2019 (Fri) 2019年11月29日(星期五)	2 Dec 2019 (Mon) 2019年12月2日(星期一)	UGC-funded Full-time RPg Students 教資會資助的全日制研究生課程學生
	3 Dec 2019 (Tue) 2019年12月3日(星期二)	8 Dec 2019 (Sun) 2019年12月8日(星期日)	UGC-funded Full-time Ug, PGDE, HD(ECE) Students & Self-financed Full-time Ug Students 教資會資助的全日制本科課程、教育文憑課程、幼兒教育高級文憑課程學生及非教資會資助本科課程的全日制學生

Notes: Please use PC for online application via iHostel System. iPhone, iPad and other mobile devices are not recommended.

注意：請使用有線設備的電腦到 iHostel System 進行網上申請。手提電話、平板電腦及任何無線上網設備均不建議使用。

### 4 Application Procedures 申請程序

4.1 All eligible students have to upload their applications and supporting documents of Sections A and F, if applicable, online via iHostel System during the application period. (Please refer to **Annex I – Important Notes for Submission of Supporting Documents.**)

所有具申請資格的學生必須經由 iHostel 系統於網上填寫表格和提交 A 及 F 部份的證明文件，如適用。(請參閱附件一 – 提交證明文件的重要事項)

- 4.2 Application procedures can be referred to iHostel User Guide, which are available at the Website of Hall Management Section of Student Affairs Office (<https://www.eduhk.hk/sh>). 申請程序可瀏覽學生事務處舍堂管理組的網頁(<https://www.eduhk.hk/sh>)參閱 iHostel 使用指南。
- 4.3 Applicants can modify/cancel the application record as many times as he/she wants before the application deadline. However, only the final submission record will be processed. Late information submission or amendment is not accepted. 申請人可以在截止日期前多次修改或取消申請記錄，只有最後提交的記錄會獲處理。截止申請期後，不會接受申請及資料修改。
- 4.4 Applicants fail to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application. 申請人如未能於申請期內將所有證明文件上載於 iHostel 系統，可能導致扣減宿分或取消申請資格。
- 4.5 Unsuccessful applicants in the 1<sup>st</sup> round of application will be automatically put forward to 2<sup>nd</sup> round of application. If they re-submit/modify application information again in 2<sup>nd</sup> round of application, only the final submission record will be processed. 第一輪未獲分配宿位的申請人將自動歸入第二輪申請內。如果在第二輪申請期間，申請人再次提交/修改其申請記錄，只有最終提交的記錄會獲處理。
- 4.6 All information provided in the application must be accurate. Any provision of false information may lead to disqualification of the application and/or disciplinary action. 申請人必須提供準確的資料。任何人提供虛假的資料可能導致申請資格被取消或面對紀律處分。

## 5 Hall Place Allocation Criteria 宿位遴選及分配標準

- 5.1 Full-time RPg students and incoming exchange students will have higher priority for allocation. Randomized sequence of students for allocation will be applicable. 全日制研究生(哲學碩士及哲學博士課程)及交換生將優先獲分配宿位。申請人會以隨機方式被編排輪候次序。
- 5.2 Remaining hall places will be allocated to UGC-funded full-time Ug students and other UGC-funded full-time students according to the Hall Point System. The details of Hall Point System are available at the website of Hall Management Section of Student Affairs Office (<https://www.eduhk.hk/sh>). 餘下宿位將根據宿分制度按次序分配給教資會資助課程的全日制本科生，及其他教資會資助課程的全日制學生。請參閱學生事務處舍堂管理組的網頁有關宿分制度的詳細說明(<https://www.eduhk.hk/sh>)。
- 5.3 Students will be allocated with hall places according to their hall point scores and indicated preferences of hall place. Randomized sequence of students for allocation will be applied to the applicants with the same hall point score. 申請人須按喜好在網上選擇宿舍、房間類型和住宿期及把各選項排優先次序。學生事務處將按申請人的宿分及其選項排序分配宿位。相同宿分的申請人會以隨機方式被編排輪候次序。
- 5.4 For applicants who have selected whole-year residence as their priority preference but is only offered with ONE-semester residence, if they accept the ONE-semester offers, their hall places may be revised to whole-year residence subject to availability of hall place. 如果申請人選擇以全年宿期為優先，卻僅獲分配較低選項的一個學期的宿位，申請人須先行接受該宿期。在有宿位供應的情況下，他/她日後或許可按優先次序，獲分配另一學期的宿位。

## 6 Announcement of Result, Acceptance of Offer and Appeal Procedures

### 公告結果、接受宿位和上訴程序

- 6.1 Application result will be notified via email from the Hall Admission Team of the Hall Management Section of Student Affairs Office on specified schedule. Applicants are required to follow the instructions printed on conditional offer email for confirmation of their offer acceptance. (Please refer to *Annex II – Schedule of Offer Acceptance* for details.)  
申請結果將在指定日期由學生事務處舍堂管理組的入宿小組以電子郵件通知。獲派宿位的申請人必須按照電子郵件通知上的程序接受宿位。(請參閱「附件 II – 接受宿位時間表」)
- 6.2 All allocated hall place is non-transferable. If the applicants fail to accept the offer, they will be deemed as declining the offer and related hall places will be allocated to students on the waiting list. Their application will be cancelled automatically.  
申請人不可轉讓獲派的宿位。如果申請人不接受獲派的宿位，他們將被視為放棄所得宿位，相關的宿位將分配予輪候名單上的學生。其申請會隨之自動取消。
- 6.3 Unsuccessful applicants may submit written appeal in terms of procedural irregularities to the Hall Admission Team within 3 working days after notification of their application result. An administration fee of HK\$50 would be charged for each appeal. No cash is accepted. Refund of administration fee will be made to successful applicants of appeal.  
未獲分配宿位的申請人如認為有程序上的違規，可在收到申請結果通知後的三個工作日內向入宿小組提交書面申訴。每次上訴將收取 50 港元的行政費用。不接受現金繳款。行政費用將退還予上訴成功的申請人。

## 7 Authentication 抽樣查證

- 7.1 20% of the successful applicants in each round of application will be randomly selected for the authentication exercise. Selected applicants are required to submit a full set of documentary proof for their application, including supporting documents for “Section B – Type of Living Quarters” and “Section C – Participation in Activities”.  
每輪申請的 20% 成功申請人將被隨機抽選進行查證。被抽選的申請人需要提交一套完整的申請證明文件，包括「B 部分 – 家庭住房類型」和「C 部分 – 參與活動」的證明文件。
- 7.2 Selected applicants who fail to submit the required documentary proof may result in forfeiture of the hall place allocated. Any omission or false documentary proof will lead to disqualification of application and/or disciplinary action. Details of the authentication exercise can be referred to *Annex III – Important Notes for Authentication*.  
申請人如未能提交所需證明文件，須交還所獲分配的宿位。任何遺漏或偽造證明文件，將導致取消申請資格和/或面對紀律處分。抽樣查證的詳情請參閱「附件 III – 抽樣查證的重要資料」。
- 7.3 All applicants are advised to prepare all supporting documents after they accept the offer.  
所有申請人在接受宿位後，應準備所有相關證明文件，以便抽查。

## 8 Types of Room and Room Assignment 房間類型和房間分配

- 8.1 The Northcote Hall (NH), Grantham Hall (GH) and Robert Black Hall (RBH) provide shared twin (standard) and triple bedrooms (budget) which are charged at standard room rate and budget room rate respectively. The Jockey Club Student Quarters (JCSQ) comprise 9-person or 12-person shared flats, each with single, shared twin and triple bedrooms which are charged at standard room rate. For more information about the hall facilities, please visit the Hall Management Section website (<https://www.eduhk.hk/sh>).

羅富國堂 (NH)，葛量洪堂 (GH) 和柏立基堂 (RBH) 提供雙人和三人房間，費用分別為雙床房 (standard) 和三床房 (budget) 房價。賽馬會學生宿舍 (JCSQ) 由 9 人或 12 人共用單位組成，每個單位均設有單人、雙人和三人房間，所有房間類型均按雙床房價 (standard) 收費。有關各舍堂設施的更多資料，請瀏覽舍堂管理組網頁 (<https://www.eduhk.hk/sh>)。

- 8.2 Successful applicants will normally be notified of the room assignment arrangement from the Hall Management Office of respective student hall/quarters on the check-in day. 獲得宿位的申請人一般會在辦理入宿當天，於所屬宿舍的管理處得悉獲編配的房間。

## 9 Check-in Arrangements 入宿安排

- 9.1 The schedule of mass check-in for the 1<sup>st</sup> and 2<sup>nd</sup> Semester Residence are set out below. Students should check-in within the mass check-in periods or according to the check-in date(s) indicated on their offer email. Otherwise, hall places will be forfeited and the hall fee paid will be non-refundable.

第一和第二學期住宿的入宿時間表詳列如下。學生應在辦理入宿期內或根據其宿位通知書上註明的入住日期辦理入宿手續。否則，宿位將被收回，已繳交的費用將不予退還。

Residence Periods 住宿期	Mass Check-in Schedules (Office Hour Only) 入宿時間表 (只適用於辦公時間內)
1 <sup>st</sup> Semester Residence 第一學期住宿	14:00, 26 Aug 2019 (Mon) – 17:00, 29 Aug 2019 (Thu) 2019 年 8 月 26 日 (星期一) 下午 2 時 - 2019 年 8 月 29 日 (星期四) 下午 5 時
2 <sup>nd</sup> Semester Residence 第二學期住宿	14:00, 2 Jan 2020 (Thu) – 17:00, 7 Jan 2020 (Tue) 2020 年 1 月 2 日 (星期四) 下午 2 時 - 2020 年 1 月 7 日 (星期二) 下午 5 時

- 9.2 Applications for early check-in and late check-in should be submitted with justifications the Hall Admission Team via email ([shostel@eduhk.hk](mailto:shostel@eduhk.hk)) for approval before mass check-in periods. The application will be considered on a case-by-case basis.

提前入宿和延遲入宿的申請，應在辦理入住前以書面電郵交給入宿小組 ([shostel@eduhk.hk](mailto:shostel@eduhk.hk)) 審核。申請將因應個別情況作出考慮。

- 9.3 Early check-in will be normally available 2 weeks prior to mass check-in schedule in Semester 1 subject to available hall places, but not available in Semester 2. The early check-in fee will be charged on a daily rate basis for the period of stay before the mass check-in date (*Please refer to Annex IV – Hall Fees and Payment Schedule for UGC-funded Students by Installation for daily room rates of early check-in period.*) Students may not be able to stay at their assigned room during their early check-in period, the Hall Management Office of respective student hall/quarters will arrange the same room type as assigned for students before residential year.

提前入宿期一般在第一學期的入宿期前 2 星期開始，並需視乎提前入宿期的宿位供應情況而定。此安排不適用於第二學期。提前入住費用將按照該期間的每日房費收取 (詳情請參閱「附件 IV – 教資會資助學生的宿費及繳款時間表」，適用於提前入宿日期的每日房費)。在提前入宿期間，各宿舍的管理處將安排相同的房型予宿生提前入住，但不保證宿生可在正式住宿期入住同一房間。

- 9.4 Non-office hour check-in will be entertained only for non-local students who have transportation schedule constraint. Prior approval of non-office hour check-in should be sought from the Hall Admission Team of the Hall Management Section of Student Affairs Office via email ([shostel@eduhk.hk](mailto:shostel@eduhk.hk)).

非辦公時間辦理入宿手續的安排只適用於受交通時間限制的非本地學生。申請人可預早透過電郵 ([shostel@eduhk.hk](mailto:shostel@eduhk.hk)) 向學生事務處舍堂管理組的入宿小組提出申請。

## 10 Check-out Arrangements 退宿安排

- 10.1 Students should check-out from hall on or before the last day of the mass check-out schedule. Request for extension of residence will not be entertained. The schedule of mass check-out for the 1<sup>st</sup> and 2<sup>nd</sup> Semester Residence are set out below.  
學生必須在退宿期的最後一天或之前從完成退宿手續。延期居住的申請將不予受理。第一和第二學期住宿的退宿時間表詳列如下。

Residence Periods 住宿期	Mass Check-out Schedules (Office Hour Only) 退宿時間表 (只適用於辦公時間內)
1 <sup>st</sup> Semester Residence 第一學期住宿	8:30, 9 Dec 2019 (Mon) – 12:00, 20 Dec 2019 (Fri) 2019年12月9日(星期一)上午8時30分 - 2019年12月20日(星期五)正午12時
2 <sup>nd</sup> Semester Residence 第二學期住宿	14:00, 25 May 2020 (Mon) – 12:00, 5 Jun 2020 (Fri) 2020年5月25日(星期一)下午2時 - 2020年6月5日(星期五)正午12時

- 10.2 Students should vacate from the room and remove all personal property therein. Any personal property found after the termination of residency will be disposed or confiscated. The University will not be liable for any loss of or damage to such property.  
學生在退宿前應清理房間內所有的個人財物。在住宿期終止後，房間內的個人財物將被清除或處理。大學將不會對此類個人財物的任何損毀或遺失承擔責任。
- 10.3 Students should complete check-out procedures at Hall Management Office of respective hall/quarters by the last day of mass check-out schedule. Students have to compensate for any loss or damage of the hall property, including keys or property lend to students. The compensation should be settled via Octopus Payment Machines. No cash is accepted.  
學生應在退宿期的最後一天或之前在各宿舍的管理處完成退宿手續。學生如有遺失或損壞任何宿舍物品，包括鑰匙或借給學生的物品，必須通過八達通付款機繳交罰款。宿舍不接受任何現金繳款。

## 11 Hall Fees 宿費

- 11.1 Hall fees consist of Lodging Charge and Hall Life Education Fee. Hall fees will be subjected to revision from time to time due to inflation adjustment and other related factors. 宿費包括住宿費和舍堂生活教育費。宿費將因應通貨膨脹和其他相關因素不時調整修訂。
- 11.2 Hall fees should be settled in installments. The 1<sup>st</sup> installment of hall fee will be paid upon offer issuance, and others installment of hall fee will be settled through students' e-billing account by specified payment due date(s). (Please refer to *Annex IV – Hall Fees and Payment Schedule for UGC-funded Students by Installment* for details.)  
宿費會以分期繳款安排。第一期宿費須於收到宿位分配通知書後繳交，剩餘費用將通過學生的大學電子賬戶於指定繳款日期結算。詳情請參閱「附件 IV – 教資會資助學生宿舍費用及繳費表」。
- 11.3 All paid hall fee payments are non-refundable. No cash is accepted in any Hall Management Offices and Student Affairs Office. For more details on payment method, please contact Finance Office at 2948 6019 / 2948 7440.

已繳付的宿費款項將不予退還。各宿舍的管理處及學生事務處均不接受現金繳款。有關付款方式的更多詳情，請聯絡財務處 2948 6019 / 2948 7440。

- 11.4 Early withdrawal from halls/quarters will normally not be accepted unless with strong justifications. Students who have been approved to early withdraw should settle all the outstanding hall fees before check-out.

一般情況下，學生不能提前退宿。如宿生有特殊原因必須提前退宿，可向有關的宿舍管理處提出申請。獲批准提前退宿的宿生，應在退宿前繳付全期住宿的費用。

- 11.5 RPg students who graduate by the end of the academic year may apply for refund of hall fees paid on a pro-rata basis.

在學年期間畢業的哲學碩士及哲學博士課程的研究生，可按比例申請退還已繳付的宿舍費用。

- 11.6 Hall bursaries are set up for financial needy local full-time students. For enquiry, please contact Student Affairs Office ([saoemail@eduhk.hk](mailto:saoemail@eduhk.hk)) at 2948 6720.

助宿金為有經濟困難的本地全日制學生而設立。如有查詢，請致電 2948-6720 與學生事務處 ([saoemail@eduhk.hk](mailto:saoemail@eduhk.hk)) 聯絡。

## 12 Use of Information 資料的使用

- 12.1 The personal data collected in the application will solely be used by Hall Admission Team and other relevant parties for processing your accommodation in Student Halls/Quarters and related statistics as deemed necessary.

在申請過程中收集的個人資料，僅供入宿小組和其他相關單位使用，以便在必要時處理您的申請住宿事宜和作相關數據統計。

- 12.2 According to the Personal Data (Privacy) Ordinance (HK Ordinance Chapter 486), applicants can request to check and amend the personal data submitted.

根據《個人資料（私隱）條例》（第 486 章），申請人可要求查閱及更改已提交的個人資料。

## 13 Enquiries 查詢

Please contact the Hall Management Section of the Student Affairs Office ([shostel@eduhk.hk](mailto:shostel@eduhk.hk)) or the Hall Management Office of respective student hall/quarters during office hours:

學生如有任何查詢，請於辦公時間內聯絡學生事務處舍堂管理組([shostel@eduhk.hk](mailto:shostel@eduhk.hk)) 或各宿舍的管理處：

Hall Admission Team 入宿小組	852-2948 6868
Northcote Hall 羅富國堂	852-2948 6912
Grantham Hall 葛量洪堂	852-2948 6917
Robert Black Hall 柏立基堂	852-2948 6922
Jockey Club Student Quarters 賽馬會學生宿舍	852-2948 6927

## 14 Declaration 聲明

- 14.1 Student Affairs Office reserves the rights to request for additional information from students during the hall application processes.

學生事務處保留在宿位申請過程中要求學生提供額外資料的權利。

- 14.2 Student Affairs Office reserves the right to update the above this guidelines without prior notification.

學生事務處保留修訂本指引的權利，恕不另行通知。

- 完 -

**Annex I**

**Important Notes for Submission of Supporting Documents**

All eligible students have to submit their supporting documents of **Sections A, ONLY for change of address and student status, and F via iHostel System** during the application period. All documents provided for the application must be accurate. Any provision of invalid documents will lead to hall point deduction prior to allocation and/or disqualification of the application.

**Section A – Home Location**

**1. Acceptable Address Proof (for local students)**

- Utilities bill (supply of water/ electricity/ gas/ telephone services/ broadband network/ domestic pay television service);
- Tenancy Contact issued by Hong Kong Housing Authority/ Hong Kong Housing Society;
- Documents/ letters issued by government departments/ units, bank/ schools/ universities/ MPF Agent companies.

*Notes for submission of address proof*

- a. A4-size whole page document with clear printing, envelope is not accepted.
- b. Address printed must be **identical** with the address filled in iHostel System and aligned with the home location code.
- c. **Name of applicant** should be printed on the address proof.
- d. If the addressee of the document is not the applicant, **further documentary proof for the relationship** between the applicant and the addressee is required.
- e. The documents must be issued **within 6 months up**.

**2. Student Status Proof (for non-local students)**

- **Exit-Entry Permit (EEP)** for travelling to Hong Kong & Macau/ **student VISA**; or
- **Mainland identity card** or other supporting document required.

**Section F – Student Achievements**

**Acceptable Achievement Proof**

- Certificates, medals, formal documents or notifications such as letter or email issued by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.; or
- **Name of applicant and date of issuance** should be shown on the achievement proof.
- The documents must be issued from **1 May 2018 to 30 April 2019**.

**For enquiries, please contact us at (852) 2948 6868 or via email: [shostel@eduhk.hk](mailto:shostel@eduhk.hk).**



**All Annexes are only available in English**  
**所有附件只提供英文版本**

**Annex II**

**Schedule of Offer Acceptance**

- 1 Application result would be notified via email from the Hall Admission Team on below specified schedule.
- 2 Shortlisted applicants are required to view and confirm their conditional offer of hall place in iHostel System and settle the 1<sup>st</sup> installment of hall fee by designated deadline printed on the conditional offer letter.
- 3 **Failure to confirm conditional offer in iHostel System and settle the 1<sup>st</sup> installment of hall fee before the designated deadline(s) will be considered as declining the offer**, and related hall places would be allocated to other applicants.
- 4 Students who are unable to accept their conditional hall place offer by specific deadlines, they must make request of late payment to the Hall Admission Team via email to [shostel@eduhk.hk](mailto:shostel@eduhk.hk) on or before the designated acceptance deadline printed on their conditional offer email.
- 5 **Students accepted their conditional offer of hall place in iHostel System would be charged for the 1<sup>st</sup> installment of hall fee automatically.** If students finally declined the offer, the charge will not be normally exempted unless with justified reason(s) and proof for seeking exemption from the Hall Admission Team.

**Schedule of Application Results and Payment of 1st Installment of Hall Fee**

Round of Application	Announcement of Shortlisted Applications	Deadline of 1 <sup>st</sup> installment
1 <sup>st</sup> Round	24 Apr 2019 (Wed)	29 Apr 2019 (Mon)
2 <sup>nd</sup> Round	Exchange Students	
	29 Jul 2019 (Mon)	Check-in day or *within 5 working days after check-in day
	Non-local UGC-funded Full-time Year-1 Undergraduate & Postgraduate Students	
	2 Aug 2019 (Fri)	Check-in day or *within 5 working days after check-in day
	UGC-funded Full-time Research Postgraduate Students (RPGs)	
	9 Aug 2019 (Fri)	Check-in day or *within 5 working days after check-in day
	Local UGC-funded Full-time Undergraduate, Postgraduate & HD Students	
	19 Aug 2019 (Mon)	21 Aug 2019 (Wed)
Special Round	Exchange Students	
	19 Nov 2019 (Tue)	Check-in day or *within 5 working days after check-in day
	UGC-funded Full-time RPG Students	
	5 Dec 2019 (Thu)	Check-in day or *within 5 working days after check-in day
	UGC-funded Full-time Students & Self-funded Full-time Undergraduate Students	
	16 Dec 2019 (Mon)	18 Dec 2019 (Wed)

\*Only applicable for exchange and non-local students.

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**Annex III**

**Important Notes for Authentication (Not applicable to RPg and Exchange Students)**

20% of the successful applicants in each round of application will be randomly selected for the authentication exercise. Selected applicants are required to submit a full set of documentary proofs for their applications, including supporting documents for Section B, Types of Living Quarters, and Section C, Participation in Student Activities & Hall Activities.

Selected students who fail to submit the required documentary proof may result in forfeiture of the hall place allocated. **Any omission or false documentary proof will lead to disqualification of application and/or disciplinary actions.** All hall fees paid are non-refundable.

***Schedule of Authentication***

<b>Round of Application</b>	<b>Notification to Selected Applicants</b>	<b>Submission Deadline of Supporting Documents</b>
1 <sup>st</sup> Round	End of Jun 2019	End of July 2019
2 <sup>nd</sup> Round	End of Sep 2019	Mid-Oct 2019

***Required Supporting Documents for Section B – Types of Living Quarters***

- ✓ Applicants must provide documents that can illustrate their types of living quarters, such as but not limited to tenancy contract, photos, tenancy proof issued by the Hong Kong Housing Authority/Hong Kong Housing Society and students' self-declaration, etc.

***Required Supporting Documents for Section C – Participation in Student Activities & Hall Activities***

- ✓ The documents can be in various kinds, including Experiential Learning and Achievements Transcript (ELAT), certificate of attendance etc.
- ✓ The documents must be issued by recognized student organizations / departments / centres / offices of the University.

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**Annex IV**

**Hall Fees for 2019/20 and Payment Schedule for UGC-funded Students by Installment (TENTATIVE)**

\*The rooms at RPg Flat are only available to UGC-funded research postgraduate students.

Hall Fees Details	Whole Year Residence						1st Semester Residence						2nd Semester Residence					
	Rooms at RPg Flat in JCSQ*				Standard Room (Standard Rate)	Budget Room (NH/GH/RBH) (Budget Rate)	Rooms at RPg Flat in JCSQ*				Standard Room (Standard Rate)	Budget Room (NH/GH/RBH) (Budget Rate)	Rooms at RPg Flat in JCSQ*				Standard Room (Standard Rate)	Budget Room (NH/GH/RBH) (Budget Rate)
	Single Room Type I	Single Room Type II	Shared Room Type I	Shared Room Type II			Single Room Type I	Single Room Type II	Shared Room Type I	Shared Room Type II			Single Room Type I	Single Room Type II	Shared Room Type I	Shared Room Type II		
<b>Lodging Charge</b>	\$17,540	\$23,350	\$15,370	\$17,300	\$12,910	\$9,030	\$7,510	\$9,990	\$6,580	\$7,410	\$5,530	\$3,870	\$10,030	\$13,360	\$8,790	\$9,890	\$7,380	\$5,160
<b>Hall Life Education Fee</b>	220						220						220					
1st Installment	\$2,000	\$2,000	\$2,000	\$2,000	\$1,200	\$1,200	\$2,000	\$2,000	\$2,000	\$2,000	\$1,200	\$1,200	\$2,000	\$2,000	\$2,000	\$2,000	\$1,200	\$1,200
Amount of Each Installment	2 <sup>nd</sup> : \$5,730 3 <sup>rd</sup> : \$10,030	2 <sup>nd</sup> : \$8,210 3 <sup>rd</sup> : \$13,360	2 <sup>nd</sup> : \$4,800 3 <sup>rd</sup> : \$8,790	2 <sup>nd</sup> : \$5,630 3 <sup>rd</sup> : \$9,890	2 <sup>nd</sup> : \$4,550 3 <sup>rd</sup> : \$7,380	2 <sup>nd</sup> : \$2,890 3 <sup>rd</sup> : \$5,160	2 <sup>nd</sup> : \$5,730	2 <sup>nd</sup> : \$8,210	2 <sup>nd</sup> : \$4,800	2 <sup>nd</sup> : \$5,630	2 <sup>nd</sup> : \$4,550	2 <sup>nd</sup> : \$2,890	3 <sup>rd</sup> : \$8,250	3 <sup>rd</sup> : \$11,580	3 <sup>rd</sup> : \$7,010	3 <sup>rd</sup> : \$8,110	3 <sup>rd</sup> : \$6,400	3 <sup>rd</sup> : \$4,180

**Daily Rates for Early Check-in**

	Rooms at RPg Flat in JCSQ*				Standard Room at NH/GH/RBH/JCSQ	Budget Room at NH/GH/RBH
	Single Room Type I	Single Room Type II	Shared Room Type I	Shared Room Type II		
<b>Daily Rate</b>	\$65.0	\$86.0	\$57.0	\$64.0	\$48.0	\$33.0

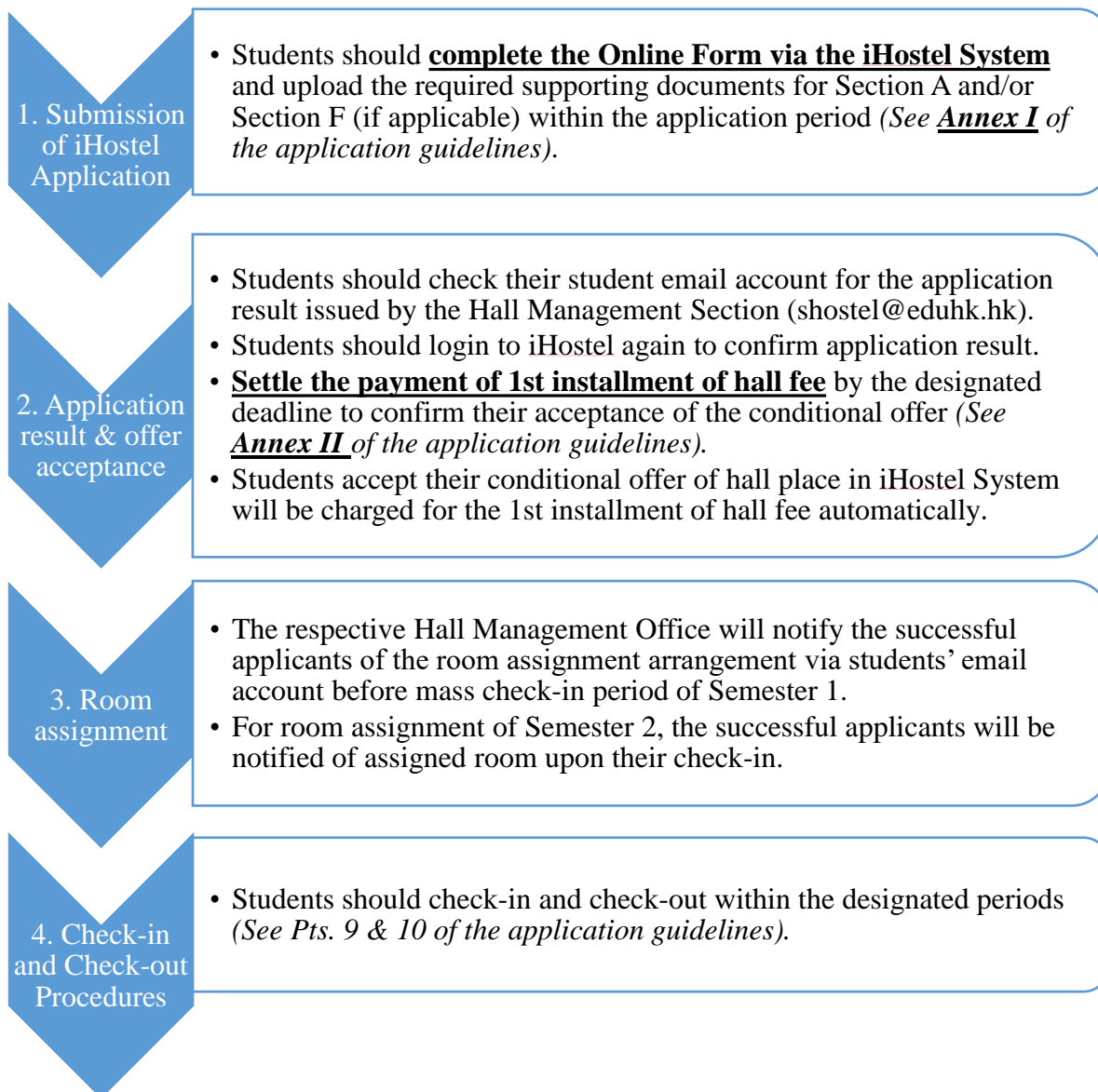
**Remarks:**

- The bill type of hall fee is "02".
- The payment due date(s) of each installment: (1<sup>st</sup> Installment) subject to deadline(s) on conditional offer, (2<sup>nd</sup> Installment) 15 Oct 2019 and (3<sup>rd</sup> Installment) 13 Feb 2020.
- Lodging charge of self-funded programme students is at **1.5 times** of the rate for UGC-funded programme students. Please refer to the e-Billing Notice for payment due date of the Institutional Fees. For general enquiries, please contact our Finance Office at 2948 6066.
- Early check-in will be available from 9 to 25 August 2019 for non-local and exchange students and from 27 December 2019 to 1 January 2020 for exchange students before commencement of 1<sup>st</sup> and 2<sup>nd</sup> semester residency respectively on a daily rate basis. The early check-in lodging fee will be paid by separate bank-in slip.
- Hall fees will be subjected to revision from time to time due to inflation adjustment and other related factors.
- NH stands for Northcote Hall; GH stands for Grantham Hall; RBH stands for Robert Black Hall; JCSQ stands for Jockey Club Student Quarters. Please refer to Section 6.1 of the *Guidelines on Application for Student Accommodation 2019/20* for room types in different halls/quarters.

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**Annex V**

**Flow Chart for Student Accommodation Application, 2019/20**



**Authentication:** 20% of successful applicants will be randomly selected for authentication exercise; selected applicants are required to submit a full set of documentary proofs of Sections B and C (See **Annex III** of the application guidelines).

“***The Guidelines on Application for Student Accommodation, 2019/20***” is available at [www.eduhk.hk/sh](http://www.eduhk.hk/sh); Enquiry email: [shostel@eduhk.hk](mailto:shostel@eduhk.hk); Enquiry hotline: 852-2948 6868.

Hall Management Section,  
Student Affairs Office