

For Office Use			
Application No.:			
Date of Receiving Form:			

**The Education University of Hong Kong
Student Affairs Office
Application Form for Summer Vacation Programme 2019**

PART I APPLICATION FOR ACCOMMODATION

A. Particulars of the Host Department of the EdUHK

Name of Faculty/Department/Centre:

Name of Organizer: Position:
**Prof. / Dr. / Mr. / Mrs. / Ms. / Miss*

Office Tel.: Mobile: Fax: Email:

The mentioned programme/activity is (please put "✓" in an appropriate box):

- solely organized by the above mentioned faculty/department/centre
OR
 co-organized with external organizations/bodies (please state details of co-organizing parties as below):

Name of organization:

Name of programme/activity:

B. Particulars of Group Leader / Coordinator

Name of Group Leader (Chinese, if any)
**Prof. / Dr. / Mr. / Mrs. / Ms. / Miss*
(Surname) (Given Name)

Position: Tel. No.: Fax No.: Email:

Name of Contact person (if different from above) (Chinese, if any)
**Prof. / Dr. / Mr. / Mrs. / Ms. / Miss*
(Surname) (Given Name)

Position: Tel. No.: Fax No.: Email:

* Please delete as appropriate

Please Turn Over ➡

C. Accommodation Details

Please use separate form(s) for participants with different arrival/departure date(s). Please make copies if necessary.

Double / Triple Room* in NH / GH / RBH * No. of Double Room: <input type="text"/> <input type="text"/> No. of Female Room: <input type="text"/> <input type="text"/> No. of Male Room: <input type="text"/> <input type="text"/>	Arrival Date (dd/mm/yyyy) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / 2019 Departure Date (dd/mm/yyyy) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / 2019 Total No. of Night(s) <input type="text"/> <input type="text"/>	For Office Use <input type="text"/>
No. of Triple Room: <input type="text"/> <input type="text"/> No. of Female Room: <input type="text"/> <input type="text"/> No. of Male Room: <input type="text"/> <input type="text"/>		
No. of 9-person flat in JCSQ: <input type="text"/> <input type="text"/> No. of Female Flat: <input type="text"/> <input type="text"/> No. of Male Flat: <input type="text"/> <input type="text"/>		
No. of 12-person flat in JCSQ: <input type="text"/> <input type="text"/> No. of Female Flat: <input type="text"/> <input type="text"/> No. of Male Flat: <input type="text"/> <input type="text"/>		

D. Facilities – Furniture

Description (free of charge)	Room Type (see Section F)	Quantity Required	Date (dd/mm/yyyy)	Time (09:00-21:00 only)	No. of Participants	Nature of Activities	For Office Use Room No. Availability	
Stacking Chair (max. quantity: 100)			/ / 2019	:00 to :00				
Folding Table (1m x 2 m) (max. quantity: 10)			/ / 2019	:00 to :00				
A Portable Whiteboard			/ / 2019	:00 to :00				

E. Facilities – Room

Type	Description	Capacity (Person)	Hourly Rate	Date (dd/mm/yyyy)	Time (09:00-21:00 only)	No. of hours	No. of Participants	Nature of Activities	For Office Use	
									Availability	Charges
I	Activity Room A705(NH) / B708(GH)	60	\$110 for room	/ / 2019	:00 to :00					\$
II	Multi-Purpose Room / LCD Projector (Required / Not required*) A717(NH) / B705(GH) / C708(RBH)	60	\$165 for room	/ / 2019	:00 to :00					\$
									Total Charges	\$

* Please circle as appropriate

F. Payment Method

(1) <input type="checkbox"/> By internal transfer via Finance Office [Please debit our Department / Project account amount at Account code: _____]	For Office Use
(2) <input type="checkbox"/> By cheque / bank draft in Hong Kong Dollars made payable to "The Education University of Hong Kong".	

PART II DECLARATION

A. Declaration of Organizer

I understand and accept the "Terms and Conditions of Booking of Summer Vacation Programme" listed in Appendix 1 and the "Notes to Organizer of a Group Booking" and confirm the served participants should be limited to university-related and serving academic purposes in connection with the Education University of Hong Kong.

Signature of Organizer: Organization Chop: Date: / /

B. Declaration of Group Leader

On behalf of the above-named organization, I declare that the information in this application is correct. Otherwise, Student Affairs Office of the EdUHK has every right to rescind my application and all fees paid will not be refunded. I understand and accept the "Notes to Guest". We also agree to be abided by the hall regulations and pay charges that incurred from damaged facilities. We undertake sole responsibility for the safety of our participants during the residential period at the EdUHK. The Estates Office of the EdUHK will not be responsible for any loss/damage/injury occurred.

Signature of Group Leader: Organization Chop: Date: / /

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(1) Application	Approved / Rejected *	on	by		
(2) Booking to be received by	NH / GH / RBH / JCSQ *	on	by		
(3) Lodging Charges	Night(s) x HK\$	=	HK\$	Remarks:	<input type="text"/>
Facilities Charges	+ Security Deposit	\$500	HK\$		
Total Charges			HK\$		
(4) 50% Deposit	HK\$	To be paid by	handled / checked by		
(5) Balance with security deposit & facilities charges	HK\$	To be paid by	handled / checked by		
			Endorsed by		

Personal Information Collection Statement

Personal data provided as part of this form will be used for the purpose as stated in the form by the Student Affairs Office/Hall Management Office of respective Student Hall/Quarters. All personal data collected will be destroyed within 7 years. In accordance with the Personal Data (Privacy) Ordinance, holders of personal data have the right to access to and correct personal data submitted. If you wish to check or change the personal data submitted, please contact Student Affairs Office/Hall Management Office of respective Student Hall/Quarters.

Terms and Conditions of Booking of Summer Vacation Programme

1) Booking Procedures, Terms and Conditions:

- 1.1 All groups must have a **group leader** who holds a **responsible position** in the organization. Group leader must undertake the sole responsibility for the safety of its participants and monitoring the behaviour of participants while they stay at the University. All lettees must be abided by the hall rules and regulations. Children are required to be accompanied by adults throughout the period of stay.
- 1.2 The contact person is responsible for booking and check-in and check-out procedures.
- 1.3 Booking **will only be processed** upon receipt of a properly completed booking form. Booking will be confirmed upon receipt of the down payment within 2 weeks from issuance of payment notice. The balance should be settled 2 weeks before check-in day.
- 1.4 Security deposit of HK\$500 per booking is required to be made with the balance payment. Refund will be made by the University within ONE month from check-out day in full if no outstanding charges and/or damages of facilities are incurred.
- 1.5 Separate applications to relevant departments are required for use of other University's facilities.
- 1.6 Check-in from 14:00 and check-out before 12:00.
- 1.7 A list of participants with name and room number should be forwarded to the Hall Management Office at least 3 working days before the check-in day.
- 1.8 Please **mail** the completed form to **the Hall Admission Team, Student Affairs Office, Room B4-G/F-01A, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, N.T. (please mark "Summer Vacation" on the envelope)** or email to shostel@eduhk.hk or fax to **2948-6247**.

2) Cancellation Procedure:

- 2.1 All payment made are non-refundable under normal circumstances.
- 2.2 Cancellation must be made in written format with at least 2 months' prior notice and 50% of the down payment made will be refunded in full. Otherwise, all fees paid will be forfeited.
- 2.3 For partial cancellation with less than 2 months' prior notice, down payment paid for the cancelled room(s)/flat(s) will be forfeited. 50% of the adjusted lodging charge should be settled at least 2 weeks before check-in day.

3) Cancellation Procedure due to Bad Weather / Outbreak of Communicable Disease:

- 3.1 In case Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted by 10:00am of the check-in day: Booking will be cancelled automatically and charges paid will be refunded in full.
- 3.2 Typhoon Signal No. 8 is hoisted during the letting period: Group leader shall decide to cancel the remaining booking or not within an hour. Refund will be made on pro-rata basis if organizations check-out immediately.
- 3.3 In case of the hoisting of Typhoon Signal No. 3 or Red/Amber Rainstorm Warning Signal on check-in day or one day before check-in: The organization may decide to check-in or not; refund will be made in full if notification of cancellation is made to the hall office **before 10am on check-in day**.
- 3.4 In the event student halls are suspended by the government: (a) Lodging charge paid will be refunded if the announcement is made before check-in; (b) Lodging charge paid will be refunded on a pro-rata basis if the announcement is made during the letting period.