Fo	r 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 I	Host Departm	ent of the	EdUHK				
Name of Faculty/Department/Ce							
Name of Faculty/Department/Ce							
Name of Organizer: *Prof. / Dr. / Mr. / Mrs. / Ms. / I	Miss				Position:		
Office Tel.:		obile:		Fax:		Email:	
The mentioned program	nme/activity is	(please put "	√" in an appropi	riate box):			
solely organized by th		oned faculty/	/department/cen	tre			
☐ co-organized with ext	OR ternal organizat	ions/bodies	(please state de	tails of co-orga	nizing parties as be	low):	
Name of organization:							
Name of programme/activity:							
B. Particulars of Grou	up Leader / C	oordinator	,				
Name of Group Leader *Prof. / Dr. / Mr. / Mrs. / Ms. / I	Miss		(Surname)		(Given Name)	(Chinese, if any)	
Position:		Tel. No.:	(Surname)	Fa	ax No.:	Email:	
Name of Contact person (if difference of the state of the						(Chinese, if any)	
- -			(Surname)		(Given Name)		
Position:		Tel. No.:		Fa	ıx No.:	Email:	
* Please delete as appropri	ate						Please Turn Over 🗢
C. Accommodation D							
Please use separate form		nts with diff	erent arrival/dep	parture date(s).	Please make copies	if necessary.	
Double / Triple Room* No. of Double Room:	in NH / GH /]		emale Room:		Arrival Date (dd/mm/yyyy)	For Office Use
No. 01 Double Room.			fale Room:		_	/ 2 0 1 9	
No. of Triple Room:			emale Room: Iale Room:		Departure Dat	te (dd/mm/yyyy) / 2 0 1 9	
No. of 9-person flat in	L	No. of F	emale Flat:		- '	/ 2	
JCSQ:			Iale Flat:		Total No. of Ni	ight(s)	
No. of 12-person flat in JCSQ:			emale Flat: Iale Flat:		-		
D. Facilities – Furni	ture_						
Description (free of charge)	Room Type (see Section F)	Quantity Required	Date (dd/mm/yyyy)	Time (09:00-21:00 or	No. of Participants	Nature of Activit	For Office Use Room No. Availability
Stacking Chair (max. quantity: 100)	(see Seedon 1)	Kequireu	/ / 2019	:00 to	:00		
Folding Table (1m x 2 m) (max. quantity: 10)			/ / 2019	:00 to	:00		
A Portable Whiteboard			/ / 2019	:00 to	:00		

Mar 2019

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pe	Description	Capacity (Person)		Date (dd/mm/yyyy)	Time		No. of	No. of Participants	Nature of Activi	For Office Us Availability Cha
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	A705(NH) / B708(GI	H) 60	\$110 for room	/ / 2019	:00 to	:00				\$
	Multi-Purpose Room	/								
	LCD Projector (Require		\$165 for room	/ /201/	.00.4-	.00				
	Not required*) A717(NH) / B705(GI	H)		/ / 2019	:00 to	:00:				1
	/ C708(RBH)	<u></u>								
	* Please circle as app	propriate								Total Charges \$
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	by cheque / bank c	nan in mong	g Kong Donars i	nade payable to	THE Educati	on om	versity	of Hong Kong	š ·	
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gnat	ture of Organizer:		Org Cho				Date	»:	/	/ 2 0 1
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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.

Mar 2019

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.

Mar 2019