

The Education University of Hong Kong 香港教育大學

Student Affairs Office 學生事務處

Application and Payment Method for 2019 Summer Vacation Programme (*Internal Booking*)

2019 年度暑期租用學生宿舍申請及付款方法 (只適用於校內部門)

Application Period: 1 – 8 April 2019		Summer Booking Period: 17 June 2019 – 9 August 2019	
Booking Procedures, Terms & Conditions 訂房條款及手續		1) Complete the form and return it to Hall Admission Team, B4-G/F-01, EdUHK, 10 Lo Ping Road, Tai Po, NT. 2) Only group booking will be accepted. Advanced booking is required and reservation may be made up to three months in advance. All groups must have a group leader who holds a responsible position in the organization; 3) Group leader is responsible for booking, payment, check-in and check-out procedures, safety of his/her participants, and monitoring the behaviour of participants during the period of stay; 4) All children must be accompanied by adults throughout the period of stay; 5) All guests are abide by the hall rules and regulations.	
Payment Schedule 付款日期	Lodging charge	1) Down payment: 50% within 2 weeks from issuance of billing statement; 2) Balance: 2 weeks before check-in day.	
	Security Deposit	1) HK\$500 per booking is required to be made with the balance payment; 2) Refund will be made within ONE month from the check-out date in full if no outstanding charge and/or damage of facilities are incurred.	
Payment Method 付款方法	Lodging Charge	By cheque / bank draft in Hong Kong Dollars made payable to “The Education University of Hong Kong”.	
	Security Deposit	By cheque / bank draft in Hong Kong Dollars made payable to “The Education University of Hong Kong” together with the balance payment.	
Cancellation Procedures 取消訂房	Cancellation of booking in whole / in part by the group	1) Cancellation must be made in written format with at least 1 month’s prior notice and 50% of the down payment made will be refunded. Otherwise, all fees paid will be forfeited. 2) For partial cancellation with less than 1 month’s prior notice, down payment paid for the cancelled room(s)/flat(s) will be forfeited. 50% of the adjusted lodging charge has to be settled at least 2 weeks before the check-in day.	
	Cancellation of booking in whole / in part in case of bad weather	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. 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) 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 <i>before 10am on check-in day</i> .	
	Cancellation of booking in whole / in part in case of outbreak of communicable disease	1) In the event the student halls are in normal operation: Lodging charge paid will be forfeited if the external lettees request to cancel their booking before check-in or during the letting period; 2) In the event the 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.	

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2019 Summer Vacation Programme (Internal Rates) 2019 年度學生宿舍暑期租用 (校內部門收費)

Student Halls/Quarter 宿舍	Northcote Hall, Grantham Hall & Robert Black Hall 羅富國堂，葛量洪堂及柏立基堂	Northcote Hall, Grantham Hall & Robert Black Hall 羅富國堂，葛量洪堂及柏立基堂	JCSQ 賽馬會學生宿舍	
Type of Accommodation 住宿種類	Double Bedroom 雙人房間	Triple Bedroom ¹ 三人房間	9-person flat ¹ 9 人單位	12-person flat ¹ 12 人單位
Maximum Capacity Per Unit 住宿名額	2 persons ² 2 名	3 persons ² 3 名	9 persons ² 9 名	12 persons ² 12 名
Daily Rate Per Unit ³ 每晚收費	HK\$275	HK\$285	HK\$1,230	HK\$1,660
Charged Facilities ⁴ 收費設施	<i>Washer: HK\$5.00 per cycle 洗衣：每機港幣五元</i> <i>Dryer: HK\$2.00 per 10 minutes 乾衣：每十分鐘港幣二元</i> <i>Activities Rooms of various sizes 不同大小之活動室</i>		N/A 不適用	
Facilities 設施	<i>Computer LAN Ports and Phone in each pantry⁴</i> <i>每房間均設有互聯網絡接口及茶水間設有電話</i>			
	<i>Communal pantries, Multi-Purpose Room</i> <i>共用茶水間、多用途房</i>		<i>Each flat is equipped with washer and dryer</i> <i>每單位均有洗衣及乾衣機</i>	
Security Deposit Per Hall 保證金 (按每間宿舍計算)	HK\$500			

* Rates valid until 31 December 2019 收費適用至 2019 年 12 月 31 日

* Hall Admission Team reserves the right to change the above information without prior notification 以上資料如有更改，恕不另行通知

¹ Rooms are equipped with bunk beds. 房間內設有高架床。

² For same gender occupancy only. 只供同性別申請者入住。

³ Utility charges, air-conditioning and beddings in bedroom are included. Beddings will be cleaned once every six nights. 包括睡房設施、空調及床單被褥費用，床單被褥每六晚清洗一次。

⁴ The LAN line should be prepared by lettees. 住客請自備電腦網線。