

THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Affiliated Hall Membership Scheme 2019/20 Application Guidelines

The Affiliated Hall Membership Scheme (the ‘Scheme’) aims to create opportunities for non-residents to participate in hall life education activities and enjoy residential life. Please read this Guidelines carefully before making application.

Membership

1. All EdUHK full-time students who are non-student hall residents are eligible for the Scheme.
2. Membership is on semester basis. Applicants may apply for a membership for the 1st Semester or the 2nd Semester.

Membership	Membership Period
Semester 1 Membership	3 Sep 2019 (Tue) – 20 Dec 2019 (Fri)*
Semester 2 Membership	2 Jan 2020 (Thu) – 4 Jun 2020 (Thu)*

**both dates inclusive*

3. The membership is non-transferrable.
4. Members with the 1st Semester Membership can apply for an extension of membership, until the end of the 2nd Semester, by paying additional fees.
5. Once a member is offered a hall place and checked-in to student hall/quarters, his/her membership will be terminated automatically without further notice.
6. Cancellation of application for membership must be made in writing by the member to the Hall Management Office concerned at least one week in advance of the expected effective date of the membership.
7. Warden has the final decision on terminating the membership of individual member at any time.
8. Bed places will **NOT** be granted for members of the Scheme.

Fees

1. Fees for 2019/20:

	UGC-funded students	Non-UGC-funded students
Membership Fee	HK\$460.00	HK\$580.00
Charge for additional five overnight stays*	HK\$240.00	HK\$360.00
Extension of Membership	HK\$240.00	HK\$360.00

**should be used within the membership period.*

2. All fees paid are non-refundable and non-transferrable.

3. All fees paid will be forfeited in case of cancellation or termination of membership.

Privileges of Members

1. Members can participate in any hall life education programmes/activities of the student hall/quarters affiliated at residents' rate.
2. Members can access the premises of student hall/quarters affiliated within visiting hours (08:30-23:00).
3. Members are entitled to apply for a total of 5 overnight stays during his/her membership period. Only affiliated member of the same gender can apply for an overnight stay and the host of the affiliated member must seek his/her roommates' prior consent on the overnight stay.
4. Members can apply for additional 5 overnight stays during his/her membership period by paying additional fees. Any unused overnight stay quota will be forfeited automatically upon the end of membership period without refund.
5. Members can reserve function rooms of student hall/quarters affiliated according to the relevant in-house guidelines at Hall Reception.

Application

Applications will be open from 3 Sep 2019 (Tuesday), on a rolling basis, until 22 May 2020 (Friday), and can only be made to **ONE** student hall/quarters. Application should be made by duly completing the online application form (<https://machg2.eduhk.hk/machform/view.php?id=337613>).

1. Email notification will be sent to applicants within 2 weeks upon receipt of applications. Successful applicants should collect the bank deposit slip, settle the payment and return the original copy of paid deposit slip to the Hall Management Office concerned by the designated deadline shown in the email notification.
2. No cash/cheque is accepted. Terms and Conditions of Student Accommodation and Safety Manual will be distributed to members upon collection of membership card from the Hall Management Office concerned.
3. Application for *Additional Overnight Stay / Issuance of New Membership Card (2019/20 Members only)*: <https://machg2.eduhk.hk/machform/view.php?id=337613>

Responsibilities of Members

1. Members are abide by Hall Rules and Regulations of The Education University of Hong Kong and subject to disciplinary actions if violation of hall rules and regulations were found.
2. Membership card and Student ID card must be presented for identification at Hall Reception for access to student hall/quarters or application for any Hall Life Education programmes/activities. Refusal or failure to present either membership card or Student ID card will not be allowed to enter the student hall/quarters affiliated or apply for hall programmes/activities.
3. The membership card will be kept at Hall Reception during member's stay at the student hall/quarters affiliated and be returned upon checking out of the hall. Members should keep their Student ID card with them for identification when requested.

4. Members must get the prior approval from Hall Management Office concerned (08:30-17:20) or Student Hall Tutor (17:20-21:00) for each overnight stay application. Consent from the roommate(s) must be sought by completing the “Affiliated Member Overnight Stay Record” at Hall Reception on or before the day. In the event of penalty due to unauthorized stay, overnight stay quota cannot be used to offset the penalty charge incurred.
5. Each bedroom can host only one affiliated member of the same gender each night. The number of overnight stay in each hall/quarters is limited and application is on first-come, first-served basis.
6. Members should refer to relevant in-house guidelines for use of function room or enrollment for Hall Life Education programmes/activities.
7. Members will be charged HK\$50.00 for issuance of new membership card due to damaged/lost before the expiry date.
8. The Student Affairs Office reserves the right to revise the membership scheme without further notice. In the event of any dispute, the interpretation of the Student Affairs Office about the guideline is final.

Student Affairs Office
Aug 2019