

THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Terms and Conditions of Summer Storage 2019

Application for Summer Storage 2019 will be open **from 2 May 2019, 09:00 to 6 June 2019, 12:00**. Applicants are required to submit application to Hall Management Office(s). The application form is available for access via Student Hostel website (<https://www.eduhk.hk/sh/>). Successful application is subject to storage space availability.

Eligibility

- Current residents who have received hall place offer for **Whole Year** or **Semester 1 Residence** in residential year 2019/20 **AND** have **settled the 1st installment** of hall fee 2019/20 are eligible to apply for Summer Storage 2019.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2019/20 are not eligible to apply.
- Luggage(s) should be stored in the hall where the applicant resides during residential year 2019/20.

Storage Period, Size and Charge

- Summer Storage period is **from 2 May 2019, 09:00 to 26 August 2019, 17:00**.
- Each resident can store **2 cartons in maximum**. Size of each carton will be restricted to **60 x 46 x 46 cm**, OR **maximum volume of carton(s) with no more than 0.254m³**.
- A carton larger than 60 x 46 x 46 cm will be considered as 2 cartons.
- The Summer Storage charge is HK\$100 per carton and should be paid by Octopus Payment Machine (OPM). **No cash is accepted by Hall Management Offices (HMOs) or the Student Affairs Office (SAO).**
- Original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2019, to corresponding HMO before placing the carton(s) into storage room.
- All items of storage should be stored in a box or a case.
- Application is on the basis of first-come-first-served, and subject to storage space availability.

Collection of Stored Items

- A service charge of HK\$50 each time is levied for retrieval of stored items during the storage period. **No cash is accepted by HMOs or SAO.**
- Residents **must collect** all stored items **by 26 August 2019, 17:00**. HMO reserves the right to dispose of all uncollected luggage(s) after 27 August 2019.
- Students who wish to extend their Summer Storage period beyond 26 August 2019, 17:00 must write to and seek approval from the SAO at least 3 working days in advance by emailing to shostel@eduhk.hk.
- Extra charge with daily rate of HK\$5 per carton will be levied on students whose luggage is stored beyond 26 August 2019, which should be paid by OPM. No cash is accepted by HMOs or SAO.

Notes

- Perishable or valuable items are not allowed to be stored.
- Application will not be accepted if the storage room has been fully occupied.
- All information provided in Summer Storage application should be accurate. Provision of false information may lead to disqualification of the application and/or disciplinary action.

To: Hall Management Office (HMO)

I accept the above terms and conditions and would like to store 1/2 * carton(s) from _____ to _____
(DD/MM/YYYY)

26 Aug 2019 (Mon), 17:00. I have settled the payment HK\$ _____ via OPM and have returned the original receipt to HMO.

Undertaking of Summer Storage 2019

1. The storage charge is HK\$100 per carton. Each resident can store 2 cartons in maximum.
2. All payment should be settled via Octopus Payment Machine (OPM). No cash is accepted by HMO(s).
3. Original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2019, to corresponding HMO before placing the carton(s) into storage room.
4. A service charge of HK\$50 each time will be levied for retrieval of stored items during the storage period. No cash is accepted by HMOs.
5. Applicants must collect all stored items by 26 Aug 2019, 17:00. HMO reserves the right to dispose of all uncollected luggage after 26 Aug 2019.
6. Students who wish to extend their Summer Storage period beyond 26 Aug 2019, 17:00 must write to and seek approval from the SAO at least 3 working days in advance by emailing to shostel@eduhk.hk.
(Note: Extra charge with daily rate of HK\$5 per carton will be levied on students whose luggage is stored beyond 26 Aug 2019. No cash is accepted by HMOs.)
7. I declare that the information provided in this application is accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.

Yes I understand and agree to the above term.

Student's Name: _____ SID: _____
Home Tel.: _____ Mobile No.: _____
Student's Signature: _____ Date: _____

For Office Use

Approved storage period : _____ To **26 Aug 2019 (Mon), 17:00**
(DD/MM/YYYY)

No. of carton: 1 / 2 *

Reference number of applicant's carton(s): _____
1st carton _____ 2nd carton (if applicable) _____

Storage Charge amount shown on OPM: HK\$100 / HK\$200 * OPM Receipt No.: _____

Storage Charge (OPM) Received By (Staff Name & Signature): _____ Date: _____

Carton(s) Received By (Staff Name & Signature): _____ Date: _____

Retrieval service charge (HK\$50/time): HK\$ _____ OPM Receipt No.: _____

Late collection penalty (HK\$5/day): HK\$ _____ OPM Receipt No.: _____

Carton(s) Released By (Staff Name & Signature): _____ Date: _____

Carton(s) Collected By (Student's Name & Signature): _____ Date: _____

*Delete as appropriate

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.