

# THE EDUCATION UNIVERSITY OF HONG KONG

## STUDENT AFFAIRS OFFICE

### Terms and Conditions of Summer Storage 2020

*\*Notes: The start date for the mass check-in period for Semester 1, 2020/21 is subject to change due to the outbreak of the COVID-19. Please stay tuned to the latest announcement.*

#### I. Eligibility

- Current residents who have received **hall place offer for Whole Year or Semester 1 Residence** in residential year 2020/21 **AND** have **settled the 1<sup>st</sup> installment** of hall fee 2020/21 are eligible to apply for Summer Storage 2020.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2020/21 are not eligible to apply.
- Luggage(s) should be stored in the hall where the applicant resides during residential year 2020/21.

#### II. Application Period

- Application for Summer Storage 2020 will be opened **from 13 May 2020, 09:00 to 5 June 2020, 12:00**.
- Applicants are required to submit application to respective Hall Management Office(s) (HMOs).
- The application form is available for access via the website of Hall Management Section of Student Affairs Office (<https://www.eduhk.hk/sh/>). Successful application is subject to storage space availability.

#### III. Storage Period, Size and Charge

- Summer Storage period is **from 13 May 2020, 09:00 to \*31 August 2020, 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 0.254m<sup>3</sup>**.
- 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).**
- The **payment record of 1st installment of hall fee 2020/21** and original **OPM receipt** must be submitted, together with the **signed Undertaking of Summer Storage 2020**, to corresponding HMO before placing the carton(s) into storage room. No carton can be stored without submitting any one of the aforementioned documents.
- All items of storage should be stored in box(es) or case(s). Seal them properly.
- Verify inventory for the number boxes or cases stored.
- Application is on the basis of first-come-first-served, and subject to storage space availability. Application will not be accepted if the storage room has been fully occupied.
- Perishable or valuable items, and prohibited items specified in the Residential Regulations are not allowed to be stored.
- 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.

#### IV. 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 \*31 August 2020, 17:00**. HMO reserves the right to dispose of all uncollected luggage(s) after 31 August 2020\*.
- Students who wish to extend their Summer Storage period beyond must write to and seek approval from the SAO with justifications and supporting documents, if any, at least 3 working days in advance by emailing to [shostel@eduhk.hk](mailto:shostel@eduhk.hk)
- Extra charge with daily rate of HK\$5 per carton will be levied on students whose luggage is stored beyond **the Summer Storage period**, which should be paid by OPM. No cash is accepted by HMOs or SAO.

**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)

**31 Aug 2020 (Mon), 17:00.** I have settled the payment HK\$ \_\_\_\_\_ via OPM and have returned the original receipt to HMO.

**Undertaking of Summer Storage 2020**

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) or SAO.
3. The payment record of the 1st installment of hall fee 2020/21 and original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2020, to the corresponding HMO before placing the carton(s) into storage room. No carton can be stored without submitting any one of the aforementioned documents.
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 or SAO.
5. Applicants must collect all stored items by \*31 August 2020, 17:00. HMO reserves the right to dispose of all uncollected luggage after 31 August 2020.  
*(\*The start date for the mass check-in period for Semester 1, 2020/21 is subject to change due to the outbreak of the COVID-19.)*
6. Students who wish to extend their Summer Storage period beyond, 17:00 must write to and seek approval from the SAO at least 3 working days in advance by emailing to [shostel@eduhk.hk](mailto:shostel@eduhk.hk).  
*(Note: Extra charge with daily rate of HK\$5 per carton will be levied on students whose luggage is stored beyond 31 August 2020, 17:00. No cash is accepted by HMOs or SAO.)*
7. I declare that the information provided in this application is accurate and true. 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 terms.

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

**For Office Use**

Approved storage period : \_\_\_\_\_ To 31 Aug 2020 (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*