

# THE EDUCATION UNIVERSITY OF HONG KONG

## STUDENT AFFAIRS OFFICE

### Application Guidelines for Summer Storage 2023

#### I. Eligibility

- Current residents who have received a **hall place offer for Whole Year or Semester 1 Residence** in the residential year of 2023/24 **AND** have **settled the 1<sup>st</sup> installment** of hall fee for 2023/24 are eligible to apply for Summer Storage 2023.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2023/24 are not eligible to apply.
- Luggage should be stored in the hall where the applicant resides during the residential year of 2023/24.

#### II. Application Period

- Application for Summer Storage 2023 will be opened **from 10 May 2023, 09:00 to 2 June 2023, 12:00.**
- Applicants are required to submit their applications 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/sao/info/student\\_halls/summer\\_storage/](https://www.eduhk.hk/sao/info/student_halls/summer_storage/)). Successful application is subject to storage space availability.

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

- Summer Storage period is **from 10 May 2023, 09:00 to 5 September 2023, 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 HMOs or the Student Affairs Office (SAO).**
- The **payment record of 1st installment of hall fee for 2023/24** and the original **OPM receipt** must be submitted, together with the **signed Undertaking of Summer Storage 2023**, to corresponding HMO before placing the carton(s) into the store room. No carton can be stored without submitting any one of the aforementioned documents.
- All items for storage should be stored in box(es) or case(s). Seal them properly.
- Verify the number of boxes or cases stored.
- The Application is on a first-come-first-served basis, and subject to storage space availability. Application will not be accepted if the store 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 is levied for retrieval of stored items each time during the storage period. **No cash is accepted by HMOs or SAO.**
- Residents **must reclaim** all stored items **by 5 September 2023, 17:00**. HMO reserves the right to dispose all unclaimed luggage(s) after 5 September 2023 (i.e. the end of the mass check-in period for Semester 1, 2023/24).
- 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 mailing 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.

## V. Enquiry

For enquiries, please contact the HMOs:

- Northcote Hall 2948-6912 / [nhoffice@eduhk.hk](mailto:nhoffice@eduhk.hk)
- Grantham Hall 2948-6917 / [gh@eduhk.hk](mailto:gh@eduhk.hk)
- Robert Black Hall 2948-6922 / [rbh@eduhk.hk](mailto:rbh@eduhk.hk)
- Jockey Club Student Quarters 2948-6927 / [jcsq@eduhk.hk](mailto:jcsq@eduhk.hk)