

THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Terms and Conditions of 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 1st 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/). 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 0.254m³.**
- 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 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 of 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.
- 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 _____ 1/2 ^ carton(s) from _____ to _____
store _____
(DD/MM/YYYY)

5 September 2023 (Mon), 17:00. I have settled the _____ HK\$ _____ via OPM and have returned the _____
payment _____

original receipt to HMO.

Undertaking of Summer Storage 2023

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 for 2023/24 and the original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2023, 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 5 September 2023, 17:00. HMO reserves the right to dispose all uncollected luggage after 5 September 2023.
6. Students who wish to extend their Summer Storage period beyond 5 September 2023, 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 5 September 2023, 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 5 Sep 2023 (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