THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Application Guidelines for Summer Storage 2025

I. Eligibility

- Current residents who have received a **hall place offer for Whole Year** or **Semester 1 Residence** in the residential year of 2025/26 **AND** have **settled the 1st installment** of hall fee for 2025/26 are eligible to apply for Summer Storage 2025.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2025/26 are not eligible to apply.
- Luggage should be stored in the hall where the applicant resides during the residential year of 2025/26.

II. Application Period

- Application for Summer Storage 2025 will be opened **from 09:00, 20 May 2025, to 12:00 noon, 6 June 2025**.
- 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 09:00, 20 May 2025, to 17:00, 5 September 2025.**
  Each resident can store **2 cartons in maximum**. Size of each carton will be restricted to **70 cm x 60 cm x 60 cm**, OR **maximum volume of carton(s) with no more than 0.504m³.**
- A carton larger than 70 cm x 60 cm x 60 cm will be considered as 2 cartons.
- The Summer Storage charge is HK$100 per carton and should be paid by Online Payment Portal (OPP) under the EdUHK Portal. **No cash is accepted by HMOs or the Student Affairs Office (SAO).** The charge per carton is currently under review and may be adjusted in July 2025.
- The **payment record of 1st installment of hall fee for 2025/26** and the **OPP payment record** for Summer Storage must be submitted, together with the **signed Undertaking of Summer Storage 2025**, 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.
- Residents **must reclaim** all stored items **by 17:00, 5 September 2025**. HMO reserves the right to dispose all unclaimed luggage(s) after 5 September 2025 (i.e. the end of the mass check-in period for Semester 1, 2025/26).
- Extra charge with daily rate of HK$5 per carton will be levied on students whose luggage is stored beyond **the Summer Storage period.** The late reclaim storage fee is currently under review and may be adjusted in July 2025.
- All payment and/or service charge should be paid via the Online Payment Portal (OPP) under the EdUHK Portal. **No cash is accepted by HMOs or SAO**.
- 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.

V. Enquiry

For enquiries, please contact the HMOs:

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