

# THE EDUCATION UNIVERSITY OF HONG KONG

## STUDENT AFFAIRS OFFICE

### Terms and Conditions of Summer Storage 2026

#### I. Eligibility

- Current residents who have received a **hall place offer for Whole Year or Semester 1 Residence** in the residential year of 2026/27 **AND** have **settled the 1<sup>st</sup> installment** of hall fee for 2026/27 are eligible to apply for Summer Storage 2026.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2026/27 are not eligible to apply.
- Luggage should be stored in the hall where the applicant resides during the residential year of 2026/27.

#### II. Application Period

- Application for Summer Storage 2026 will be opened **from 09:00, 12 May 2026, to 12:00 noon, 22 May 2026.**
- 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 09:00, 12 May 2026, to 17:00, 4 September 2026.**  
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 0.504m<sup>3</sup>.**
- A carton larger than 70 cm x 60 cm x 60 cm will be considered as 2 cartons.
- The Summer Storage charge is HK\$200 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 2026.
- The **payment record of 1<sup>st</sup> installment of hall fee for 2026/27** and the **OPP payment record** for summer storage must be submitted, together with the **signed Undertaking of Summer Storage 2026**, 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, 4 September 2026**. HMO reserves the right to dispose of all unclaimed luggage(s) after 4 September 2026 (i.e. the end of the mass check-in period for Semester 1, 2026/27).
- Extra charge with daily rate of HK\$10 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 2026.
- 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](mailto:shostel@eduhk.hk).

**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)

**17:00, 4 September 2026 (Fri).** I have settled the \_\_\_\_\_ HK\$ \_\_\_\_\_ via OPP and have submitted  
payment \_\_\_\_\_ the payment record to HMO.

**Undertaking of Summer Storage 2026**

1. The storage charge is HK\$200 per carton. Each resident can store 2 cartons in maximum.
2. The payment record of the 1<sup>st</sup> installment of hall fee for 2026/27 and the OPP payment record for summer storage must be submitted, together with the signed Undertaking of Summer Storage 2026, 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.
3. A service charge of HK\$50 each time will be levied for retrieval of stored items during the storage period.
4. Applicants must collect all stored items by 17:00, 4 September 2026 (Fri). HMO reserves the right to dispose all uncollected luggage after 4 September 2026.
5. Students who wish to extend their Summer Storage period beyond 17:00, 4 September 2026 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\$10 per carton will be levied on students whose luggage is stored beyond 17:00, 4 September 2026).
6. All payment and/or service charge should be settled via the Online Payment Portal (OPP) under EdUHK Portal. **No cash is accepted by HMO(s) 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 17:00, 4 Sep 2026 (Fri)  
(DD/MM/YYYY)

No. of carton: \_\_\_\_\_ 1 / 2 ^

Reference number of applicant's carton(s): \_\_\_\_\_  
1<sup>st</sup> carton 2<sup>nd</sup> carton (if applicable)

Storage Charge amount shown on OPP: \_\_\_\_\_ HK\$200 / HK\$400 ^ OPP Payment  
Reference No.: \_\_\_\_\_

Storage Charge (OPP) Received By (Staff Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_

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

Retrieval service charge (HK\$50/time): \_\_\_\_\_ HK\$ \_\_\_\_\_ OPP Payment  
Reference No.: \_\_\_\_\_

Late collection penalty (HK\$10/day): \_\_\_\_\_ HK\$ \_\_\_\_\_ OPP Payment  
Reference No.: \_\_\_\_\_

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

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

^ Delete as appropriate