

**The Education University of Hong Kong 香港教育大學**  
**Student Affairs Office 學生事務處**

**Application and Payment Method for 2019 Summer Vacation Programme (Collaboration Booking)**

**2019 年度暑期租住學生宿舍申請及付款方法 (只適用於校外合作團體)**

<b>Summer Booking Period: 17 June 2019 – 9 August 2019</b>		<b>暑期租用學生宿舍日期: 17/6 – 9/8/2019</b>
<b>Booking Procedures, Terms &amp; Conditions</b> 訂房條款及手續		<ol style="list-style-type: none"> <li>1) Complete the form and return it to Hall Admission Team, B4-G/F-01, EdUHK, 10 Lo Ping Road, Tai Po, NT.; 填妥表格，並交回新界大埔露屏路 10 號香港教育大學 B4-G / F-01 入宿小組收；</li> <li>2) Only group booking will be accepted. Advanced booking is required and reservation may be made up to three months in advance; 只接受團體預訂。提前預訂是必需的，最多可提前三個月；</li> <li>3) All groups must have a group leader who is responsible for booking, payment, check-in and check-out procedures, safety of his/her participants, and monitoring the behaviour of participants during the period of stay; 所有組織必須有領隊負責該團體的預訂、繳款、入住及退房，團體的參與者安全，以及監管參與者在入住期間的行為；</li> <li>4) All children must be accompanied by adults throughout the period of stay; 所有兒童在入住期間必須由成年人陪同；</li> <li>5) All guests are abide by the hall rules and regulations. 所有來賓必須遵守學生宿舍的規章和規定。</li> </ol>
<b>Payment Schedule</b> 付款日期	Lodging charge 住宿費用	<ol style="list-style-type: none"> <li>1) Down payment: 50% within 2 weeks from issuance of billing statement; 訂金款項：發票開出後 2 週內繳付 50% 費用</li> <li>2) Balance: 2 weeks before check-in day. 餘額款項：入住前 2 週內繳付。</li> </ol>
	Security Deposit 按金	<ol style="list-style-type: none"> <li>1) HK\$500 per booking is required to be made with the balance payment; 每次預訂須連同餘額款項繳付港幣 500 元按金；</li> <li>2) Refund will be made within ONE month from the check-out date in full if no outstanding charge and/or damage of facilities are incurred. 如果沒有欠款或設施的損壞，將在退房之日起一個月內退款。</li> </ol>
<b>Payment Method</b> 付款方法	Lodging Charge 住宿費用	By cheque / bank draft in Hong Kong Dollars made payable to “The Education University of Hong Kong”. 以港幣支票/銀行匯票付給“香港教育大學”。
	Security Deposit 按金	By cheque / bank draft in Hong Kong Dollars made payable to “The Education University of Hong Kong” together with the balance payment. 連同餘額款項以港幣支票/銀行匯票付給“香港教育大學”。

<b>Cancellation Procedures</b> <b>取消訂房</b>	Cancellation of booking in whole / in part by the group 租用團體取消全部 / 部分預訂	<ol style="list-style-type: none"> <li>1) Cancellation must be made in written format with at least 1 month's prior notice and 50% of the down payment made will be refunded. Otherwise, all fees paid will be forfeited.          必須以書面形式提出取消，並至少提前 1 個月通知，可獲退還 50% 的訂金款項。否則，所有支付的費用將不獲退款。</li> <li>2) For partial cancellation with less than 1 month's prior notice, down payment paid for the cancelled room(s)/flat(s) will be forfeited. 50% of the adjusted lodging charge has to be settled at least 2 weeks before the check-in day.          如取消部分預訂並少於 1 個月提前通知，被取消的房間/單位的訂金款項將不獲退款。調整後的 50% 住宿費用必須至少在入住日前 2 週前繳付。</li> </ol>
	Cancellation of booking in whole / in part in case of bad weather 因天氣情況而取消全部 / 部分預訂	<ol style="list-style-type: none"> <li>1) In case Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted by 10:00am of the check-in day: Booking will be cancelled automatically and charges paid will be refunded in full.          如入住當日上午十時或以前仍然懸掛八號颱風信號或發出黑色暴雨警告信號，預訂將自動取消，已付費用將全額退還。</li> <li>2) Typhoon Signal No. 8 is hoisted during the letting period: Group leader shall decide to cancel the remaining booking or not within an hour. Refund will be made on pro-rata basis if organizations check-out immediately.          如八號颱風信號於入住後懸掛；租住團體應在一小時內決定是否取消剩餘的預訂。如果決定立即退房，將按比例退還款項。</li> <li>3) In case of the hoisting of Typhoon Signal No. 3 or Red/Amber Rainstorm Warning Signal on check-in day or one day before check-in: The organization may decide to check-in or not; refund will be made in full if notification of cancellation is made to the hall office <i>before 10am on check-in day</i>.          如入住當日或前一天懸掛三號颱風信號或發出黃色/紅色暴雨警告信號；領隊應決定是否入住；如入住當日上午十時或以前取消預訂，已付費用將全額退還。</li> </ol>
	Cancellation of booking in whole / in part if outbreak of communicable disease 如果爆發傳染病而取消全部 / 部分預訂	<ol style="list-style-type: none"> <li>1) In the event the student halls are in normal operation: Lodging charge paid will be forfeited if the external lettees request to cancel their booking before check-in or during the letting period;          在學生宿舍正常運作下：如果校外合作團體在入住前或入住期間要求取消預訂，則所支付的住宿費用將不獲退款。</li> <li>2) In the event the student halls are suspended by the government:-          若政府要求學生宿舍暫停使用         <ol style="list-style-type: none"> <li>(a) Lodging charge paid will be refunded if the announcement is made before check-in;          如果在辦理入住手續前發出該通知，已付住宿費用將全額退還。</li> <li>(b) Lodging charge paid will be refunded on a pro-rata basis if the announcement is made during the letting period.          如果於入住後發出該通知，將按比例退款。</li> </ol> </li> </ol>

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2019 Summer Vacation Programme (Collaboration Rates) 2019 年度學生宿舍暑期租用 (校外合作團體收費)

Student Halls/Quarter 宿舍	Northcote Hall, Grantham Hall & Robert Black Hall 羅富國堂，葛量洪堂及柏立基堂	Northcote Hall, Grantham Hall & Robert Black Hall 羅富國堂，葛量洪堂及柏立基堂	JCSQ 賽馬會學生宿舍	
Type of Accommodation 住宿種類	Double Bedroom 雙人房間	Triple Bedroom <sup>1</sup> 三人房間	9-person flat <sup>1</sup> 9 人單位	12-person flat <sup>1</sup> 12 人單位
Maximum Capacity Per Unit 住宿名額	2 persons <sup>2</sup> 2 名	3 persons <sup>2</sup> 3 名	9 persons <sup>2</sup> 9 名	12 persons <sup>2</sup> 12 名
Daily Rate Per Unit <sup>3</sup> 每晚收費	<b>HK\$395</b>	<b>HK\$415</b>	<b>HK\$1,790</b>	<b>HK\$2,465</b>
Charged Facilities <sup>4</sup> 收費設施	Washer: HK\$5.00 per cycle 洗衣：每機港幣五元 Dryer: HK\$2.00 per 10 minutes 乾衣：每十分鐘港幣二元 Activities Rooms of various sizes 不同大小之活動室		N/A 不適用	
Facilities 設施	Computer LAN Ports and Phone in each pantry <sup>4</sup> 每房間均設有互聯網絡接口及茶水間設有電話			
	Communal pantries, Multi-Purpose Room 共用茶水間、多用途房		Each flat is equipped with washer and 每單位均有洗衣及乾衣機	
Security Deposit Per Hall 保證金 (按每間宿舍計算)	<b>HK\$500</b>			

\* Rates valid until 31 December 2019 收費適用至 2019 年 12 月 31 日

\* Hall Admission Team reserves the right to change the above information without prior notification 以上資料如有更改，恕不另行通知

<sup>1</sup> Rooms are equipped with bunk beds. 房間內設有高架床。

<sup>2</sup> For same gender occupancy only. 只供同性別申請者入住。

<sup>3</sup> Utility charges, air-conditioning and beddings in bedroom are included. Beddings will be cleaned once every six nights. 包括睡房設施、空調及床單被褥費用，床單被褥每六晚清洗一次。

<sup>4</sup> The LAN line should be prepared by lettees. 住客請自備電腦網線。