

Guidelines for Registration at UC Student Hostels (2023-2024)

A. Hostel Assignment

Hostel assignment is based on the preferences of the successful applicants with the following sequences and subject to the availability of the hostel places:

1. Office-bearers of the Residents' Associations who remain in their respective hostels.
2. Old residents who choose to stay in the same hostel (not applicable to summer residence).
3. New applicants who have been assigned a hostel place.
4. Old residents who apply for inter-hostel transfer with reason(s) provided.
5. Computer draws will be adopted if the number of applications in the same hostel exceeds the maximum quota.

*Successful applicants should report to the College Dean of Students' Office (hostel.uc@cuhk.edu.hk) immediately if their hostel scores are incorrect. In case of dispute, the Working Committee on Selection of Resident Students reserves the right to re-allocate the hostel places within two weeks of admission. No refund of any kind will be made.

Students decided to relinquish the hostel place must notify the Working Committee on Selection of Resident Students by email (hostel.uc@cuhk.edu.hk) **before noon of 14 July 2023**. Otherwise, they will be disqualified from applying for hostel accommodation in the following academic year.

B. Choosing Roommate

Residents who will reside in UC student hostels and wish to **choose roommate(s)** should submit applications via the College web form:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13667979> **before noon of 14 July 2023**.

C. Room Allocation

1. Room allocation is done by computer draws.
2. Communications are encouraged among residents from different faculties and year of studies.
3. Consideration will be given to residents with special needs.
4. All final-year residents are eligible to apply for single rooms in Bethlehem Hall except those using special quota for admission. The allocation will be done by computer draws.

D. Check-in Date

Residents can start to move into their respective hostels on Sunday, **3 September 2023** from 1:00 pm to 6:00 pm and complete the check-in procedures. Late check-in should be reported to the respective wardens in writing and seek approval at least two working days in advance. Otherwise, the hostel places being assigned will be re-allocated to other students. All residents should complete check-in procedures before 12:00 noon on Saturday, **9 September 2023**.

Warden Contacts:

Warden of Adam Schall Residence (ASR)	Ms. Crystal Cheung	kayeecheung@cuhk.edu.hk
Warden of Bethlehem Hall (BH)	Dr. Leung Tak-wah	leungtakwah@cuhk.edu.hk
Warden of Chan Chun Ha Hostel (CCHH)	Prof. Vivian Lee	vivianlee@cuhk.edu.hk
Warden of Hang Seng Hall (HSH)	Mr. Wong On-tung	ontung@cuhk.edu.hk

Special coach service will be arranged for residents in the afternoon of 3 September 2023:

Route 1:	University Station Entrance Piazza (Route No 2 Bus Stop) → ASR, BH → HSH, CCHH Schedule: 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00 (pm)
Route 2:	University Station Entrance Piazza (Route No 2 Bus Stop) → HSH, CCHH → ASR, BH Schedule: 12:30, 1:30, 2:30, 3:30, 4:30, 5:30 (pm)

E. Check-in Procedures

Residents will be required to present the CU Link cards, fill in a registration form and submit one recent photo (with name, dept./year and student ID written on the back). Room keys will be issued upon completion of the procedures required.

F. Payment Arrangement

Successful applicants are required to pay the hostel fees together with the tuition fees at the beginning of the new academic year. Students decided to relinquish the hostel place must notify the Working Committee on Selection of Resident Students **before noon of 14 July 2023**. Otherwise, they have to pay the hostel fees in early September and get the refund during term time. Billing notification will be issued by the Finance Office of the University to residents by emails. Please follow the payment due date.

Residents are also required to pay a Residents' Association fee HK\$40 and a refundable deposit HK\$1,000. Penalty will be imposed on damage done to any properties that belong to the hostel by deducting the hostel deposit, the remaining balance will be refunded at the end of the residential period.

*Students being assigned to the I-House will be informed of details on room allocation and hostel fee by the I-House Management Office.

G. Rules for using Electrical Appliances

1. Residents should not use sizeable electrical appliances such as micro-wave, ovens etc. in student bedrooms.
2. Residents intending to use sizable electrical appliances should obtain agreement from their

roommates first and get approval by the warden. For the sake of the hostel's collective interest, the size of a TV set and the height of a refrigerator to be used should not exceed 24" and 30" respectively and a heater should be 1,000W or below. A surcharge of HK\$280 per year will be imposed on each appliance which has been permitted by wardens for use.

3. All electrical appliances must meet the safety standards of the Electrical & Mechanical Services Department. Violators will be required to pay a fine of \$840 for each non-approved item.

H. Student Hostel Regulations

Residents must always pay attention to and follow the student hostel regulations. Please read the regulations carefully. For those who violate the regulations, relevant penalties will be imposed.

https://www.uc.cuhk.edu.hk/wp-content/uploads/student-hostels/Hostel-Regulations_Eng.pdf

May 2023