

**UNITED COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG**

**HOUSING REGULATIONS**

**Interpretation**

1. In these regulations, unless the context otherwise specifies, the following definitions shall apply:-
  - (a) "University" means The Chinese University of Hong Kong;
  - (b) "College" means United College, The Chinese University of Hong Kong;
  - (c) "Committee" means the Staff Housing Committee of the College;
  - (d) "staff member" means a full-time member of the staff of the College;
  - (e) "quarters" means a flat or part of a flat in a residential building of the College designated as a Staff Residence;
  - (f) "licensee" means a staff member to whom the College has assigned a quarters;
  - (g) "family" means a licensee's spouse, unmarried daughters up to and including the age of 21, unmarried sons up to and including the age of 21 and others as may be provided for in these regulations and approved by the Committee as members of the family; and
  - (h) "house guest" means a person other than a licensee's domestic servant or a member of a licensee's family who is visiting the licensee and is being temporarily accommodated in the licensee's quarters.
2. In these regulations, unless the context otherwise requires, all words importing the masculine gender shall include the feminine gender and all words in the singular form include the plural form and vice versa.

**Eligibility**

3. Applicant must be full-time University staff affiliated with United College.
4. Only married staff may apply for a flat.
5. Applicant must prove that he/she is not entitled to University housing subsidy and that his/her spouse was not employed by any publicly-funded institution before 1 July 2003 and is not receiving housing subsidy of any kind from the HKSAR government.

**Assignment**

6. Assignment of quarters shall be made by the Committee subject to endorsement by the Head of the College who has overriding power and final decision in all assignments.
7. The general principle for determining the relative priority for the assignment of quarters in whether the staff member's residence on campus will better serve the interest of the College.

**Licence Agreement**

8. A staff member who has been assigned quarters shall sign a licence agreement undertaking to abide by the regulations herein and to be held responsible for the conduct of his family, domestic servant and house guests in relation to the agreement and to these regulations.
9. Unless the licensee applies for and obtains the written approval of the Committee for extension, he shall have to vacate his quarters upon expiry of the Licence Agreement.

### Termination of Licence

10. Licence shall terminate:-

- (a) on the date as from which the licensee ceases to be in the employ of the College or University; or
- (b) on the date as from which the licensee proceeds on leave in excess of three months; whichever is earlier.

11. The Committee has the right to terminate a licence by giving 2 months' notice at any time with the provision that the licensee shall have the right to appeal to the Head of the College in writing within 14 days after receiving such notice.

### Vacation of Quarters and Grace Periods

12. Licensees shall vacate their quarters at or before the termination of licence except that subject to the payment of the usual licence fees and other charges:-

- (a) those who cease to be in the employ of the College or University on account of dismissal, resignation or transfer to other units of the University, shall be given a grace period of up to one month after the serving of notice;
- (b) those who cease to be in the employ of the College or University through retirement or invalidation, shall be given a grace period of up to two months after the cessation of employments;
- (c) the families of those who cease to be in the employ of the College or University through death, shall be given a grace period of up to two months after the bereavement; and
- (d) the families of those who proceed on leave in excess of three months, may upon application to and with the written approval of the Committee, be permitted to remain in the assigned quarters during all or part of the period the licensees are absent.

### Sub-letting

13. Licensees may not sub-let their quarters in whole or in part under any circumstances.

### Family

14. Only a licensee who has been assigned a flat may use his quarters to accommodate his family.

15. Upon application to and with the written approval of the Committee, the following may be considered as members of a licence's family:-

- (a) parents of either the licensee or his spouse;
- (b) unmarried children above the age limits specified in regulation 1(g) who are receiving full-time education up to the level of a first degree; and
- (c) other relatives if there is justification considered acceptable by the Committee.

16. A licensee who has been assigned part of a flat may not accommodate his family under any circumstances.

### Domestic Servants

17. Only a licensee who has been assigned a flat may use his quarters to accommodate his domestic servant.

18. A licensee who has been assigned part of a flat may not use his quarters to accommodate his domestic servant under any circumstances.

### House Guests

19. Only a licensee who has been assigned a flat may use his quarters to accommodate house guests and only for reasonable periods. A licensee wishing to accommodate a house guest for a period in excess of two weeks shall report to the Committee the name, relationship and permanent address of the guest and the expected duration of the visit as soon as the visit has been arranged or in any case within one week after the arrival of the house guest.
20. A licensee who has been assigned part of a flat may not use his quarters to accommodate house guests under any circumstances.

### Deposit System

21. Licensees are required to pay a deposit in accordance with the scales decided by the Committee. Any charges arising from refixing and repairing any damages or removing any unwanted articles left behind by the licensees upon vacation of the quarters will be deducted from the deposit accordingly.

### Furniture and Appliances

22. Furniture and appliances (except gas cooker and water heater) will not be provided in the flat. Those furniture and appliances already existed in the flat will not be replaced in the future.
23. The College will be responsible for the maintenance of the gas cooker and water heater. All maintenance and disposal of other furniture and appliances shall be handled by the licensee at his/her own cost.

### Redecorations and Alternations

24. A licensee may not redecorate his quarters nor make alternations of any kind to his quarters and the fixtures therein except with the written approval of the Committee.
25. All redecorations and alternations must be accomplished by or accomplished under the supervision of the College Office or the Estates Management Office of the University, the cost of which shall be charged to the licensee except when such redecorations or alterations are considered by the Committee as required.

### Damage and Infestation

26. Licensees are expected to take proper care of their quarters and the fixtures therein. When damage or infestation occurs, the licensee is responsible for reporting it to College Office immediately.
27. Repairs and disinfestations must be accomplished through the College Office or the Estates Management Office of the University, the cost of which shall be charged to the licensee except for those repairs or disinfestations as considered by the Committee as required.

### Personal Possessions

28. The College does not accept responsibility for loss of, or damage to, personal possessions.
29. A licensee should store all his personal possessions within his quarters and may not use communal areas for storage purposes.

### Drying of Laundry

30. Licensees are expected to hang their laundries only in the utility areas and bathrooms in their quarters. Use of front balconies and windows and public areas for the purpose of drying laundries is unsightly and hence prohibited.

### Garbage

31. The College provided each flat with a garbage receptacle and disposable garbage bags. Licensees are requested to utilize the bags for keeping domestic garbage and tie them properly for collection by the duty workman. Licensees are however responsible for transporting on a scheduled date any unwanted items that are large and bulky to the designated refuse collection point for collection by the respective Department.
32. Under no circumstances may garbage receptacles or garbage bags be left in communal areas.

### Noise and Music Practice

33. Licensees are expected to refrain from making objectionable noises or engaging in boisterous conduct. Particular care should be taken to reduce noise to a minimum after 11 p.m.
34. Vocal and instrumental music practice should be confined to the hours of 8 a.m. to 9 p.m.

### Pets

35. Dogs, cats and birds, in reasonable numbers, and a fish aquarium are considered acceptable pets and may be kept in the quarters without specific approval. The written approval of the Committee is required before any other type of pet may be kept in the quarters.
36. Pets are not permitted to foul public areas nor are they allowed to roam free around the campus. When pets are taken to and from the quarters, they must be accompanied by a responsible person. Dogs must be kept on a leash and under control in public areas.
37. The College may require that pets be properly inoculated when circumstances indicate that such action is necessary. Dogs and Cats Ordinance requires that all dogs be inoculated against rabies at least once in every three years and that a dog may not be kept over the age of three months without a licence.
38. The College has the right to insist upon the removal of a pet from the quarters when the pet is deemed a nuisance.

### Inspection

39. The College has the right to conduct periodic inspection of the quarters to determine if the premises are being properly maintained and the provisions of these regulations are being observed.

### Complaints

40. All complaints must be addressed to the Chairman of the Committee.

### Amendments, Additions and Deletions

41. The Committee has the right to amend, add to or delete any of the above regulations from time to time.

## UNITED COLLEGE STAFF RESIDENCE

### Licence Fees & Utility Charges

- A. Deposit
- 3-room flat : \$3,000.-
  - 2-room flat : \$2,000.-
  - To be refunded upon expiry of the Licence Agreement after deducting all outstanding charges & expenses
- B. Monthly Licence fees
- 7.5% of the licensee's monthly salary before 30 June 2022;
  - 10% of the licensee's monthly salary after 1 July 2022;
  - 12.5% of the licensee's monthly salary after 1 July 2023;
  - 15% of the licensee's monthly salary after 1 July 2024.
- C. L.P. Gas
- To be paid directly to L.P. Gas Supplier by the licensee
- D. Telephone & Internet
- To be paid directly to the service provider by the licensee
- E. Water & Electricity
- To be charged against actual meter readings and deducted from the licensee's salary

NOTE: Licence fees and utility charges are subject to changes as deemed appropriate by the Staff Housing Committee of United College

*Last revised in March 2021.*

*Applicable to all renewed or new licences issued after 15 March 2021.*