

2024年度學生暑期住宿申請須知
Notice to Applicants for Summer Residence 2024

I. 申請資格 Eligibility

1. 只限在暑期有特殊需要在校園留宿的聯合書院同學申請。
Only UC students who have compelling reasons to stay on campus during the summer break are eligible to apply.
2. 應屆畢業同學只可因學業理由申請半期或全期暑假。
Final-year students can only apply for half-term or full-term summer residence based on academic needs.

II. 宿期，宿舍編配及宿費 Residence Period, Hostel Allocation and Hostel Fee

<u>宿期</u> <u>Residence Period</u>		<u>宿舍</u> <u>Hostel</u>	<u>宿費(不退還)</u> <u>Hostel Fee (non-refundable)</u>		<u>按金</u> <u>(可退還)</u> <u>Deposit</u> <u>(refundable)</u>
			<u>正宿宿生</u> <u>(*退宿日為5月20日)</u> <u>Regular-term</u> <u>Resident (*Check-</u> <u>out date: 20 May)</u>	<u>非正宿宿生</u> <u>Non-resident</u> <u>(Regular-</u> <u>term)</u>	
半期 Half-term	2:00 pm, 20/5/2024 – 10:00 am, 30/6/2024	湯若望宿舍 (ASR) Adam Schall Residence	HK\$4,140	HK\$3,864	HK\$500
全期 Full-term	2:00 pm, 20/5/2024 – 10:00 am, 31/7/2024	湯若望宿舍 (ASR) Adam Schall Residence	HK\$6,992	HK\$6,716	HK\$500
特別全期 Special full-term	2:00 pm, 20/5/2024 – 9:00 am, 31/8/2024	伯利衡宿舍 (BH) Bethlehem Hall	HK\$9,844	HK\$9,568	HK\$500

同學應先準確評估自己需要以選擇宿期。宿期一經確認不能更改、縮短或取消，已繳交之宿費不會退回。
Applicants should carefully evaluate their accommodation needs when selecting their Residence Period. Once the Residence Period is confirmed, no adjustments (including shortening the period) or cancellations can be made. The hostel fees that have already been paid will not be refunded.

因應本年度暑宿入宿日期為5月20日，正宿宿生如成功申請暑宿，其退宿日可由2024年5月17日延至2024年5月20日中午十二時，並須多繳付三晚暑宿宿費。

Since the check-in date of Summer Residence this year is on 20 May, the regular-term residents who will be returning for summer residence will be permitted to check-out from UC hostels at 12:00pm on 20 May, and they should pay the summer residence fees for the extra 3 nights.

若暑宿生因特殊理由需延長住宿期，必須以書面向書院申請，並提供有關證明文件。延長的住宿期最少連續七日(六晚)，收費每晚港幣\$98元。書院將按可提供的宿位數量酌情處理，住宿申請有機會不被接納或需轉往其他宿舍房間。

Summer residents wishing to extend their residential terms on special grounds must submit written requests, together with relevant supporting documents, to the College. Minimum 7 consecutive days (6 nights) and a daily rate of HK\$98 will be charged for the extended period. The College will consider the applications according to availability of hostel places. Successful applicants might be required to transfer to other hostel rooms.

若因特別事故導致宿舍不足或宿位需暫時封閉，書院有權安排其他宿舍房間予成功申請者。

If there are special incidents that result in a shortage of available rooms or the temporary closure of a particular room or hostel, the College reserves the right to arrange other hostel rooms for successful applicants.

III. 申請手續 Application Procedures

1. 申請人可透過書院網上表格 <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13685028> 於2024年3月22日至4月5日中午12時在網上遞交暑宿申請表，資料不足或逾期遞交之申請概不受理。由於宿位有限，暑宿申請人需於提交申請時預繳宿費港幣\$300元到香港中文大學恒生銀行戶口：293-005-005-018，並將入數紙上載到暑宿網上申請表。宿位一經獲派，該預繳宿費將於宿費中扣除。未能獲配宿位之同學才可獲退回該預繳宿費。
Applicants for summer residence can submit online applications via the College webform <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13685028> during the period from **22 March to 12:00 noon of 5 April 2024**. Incomplete forms and late applications will not be accepted. Due to limited availability of hostel place, applicants apply for summer residence need to **prepay a hostel fee of HKD \$300** to Hang Seng Bank account of the Chinese University of Hong Kong: 293-005-005-018 and upload the payment receipt to the online application form. Once a hostel place is offered, the prepaid hostel fee will be deducted from the hostel fee. The prepaid hostel fee will only be refunded if the applicants are not able to be assigned a hostel place.
2. 遴選結果將於2024年4月26日在書院網頁 (<https://www.uc.cuhk.edu.hk/student-hostels/hostel-news/>) 公佈，另申請人將透過電子郵件獲通知結果。Selection results will be announced on the College website (<https://www.uc.cuhk.edu.hk/student-hostels/hostel-news/>) on **26 April 2024**. Applicants will also be notified of the results by email.
3. 成功申請暑宿的同學將會在CUSIS收到由大學財務處發出之電子繳費單。請於2024年5月3日中午12時前將已繳付宿費的證明文件上載至書院網頁(上載網址將會於結果通知電郵內提供)，以完成申請手續。申請人如未能於截止繳費日期前完成所需程序，大學將收取逾期罰款，暑宿申請亦會被取消。此外，**如欲放棄宿位，亦須於2024年5月3日前以書面通知書院**，否則已繳宿費，不予發還。
Successful applicants will receive billing notification on CUSIS issued by the University Finance Office. To complete the application procedures for summer residence, they have to make payment and upload the proper documents to the College website (the link will be provided in the result notification email) **before 12:00 noon of 3 May 2024**. Failing that, a penalty charge for overdue payment will be imposed by the University. Their application for summer residence will also be cancelled. Besides, **successful applicants wishing to relinquish the hostel place must notify the College in writing before 3 May 2024**, otherwise the hostel fees paid will be forfeited.
4. 宿舍房間編配結果將於2024年5月13日在書院網頁 (<https://www.uc.cuhk.edu.hk/student-hostels/hostel-news/>) 公佈。暑宿生請依時往宿舍接待處辦理入宿手續。
Hostel room allocation results will be announced on the College website (<https://www.uc.cuhk.edu.hk/student-hostels/hostel-news/>) on **13 May 2024**. Summer residents should check-in at the hostel reception counter as instructed.

IV. 注意事項 Important Notes

1. 暑宿期間，冷氣收費劃一為每小時港幣1.5元。
During summer residence period, a flat rate of air-conditioning of HK\$1.5 per hour will be charged.
2. 由於暑宿名額有限，若申請人數眾多，宿位將以抽籤方式分發。如果申請人有特殊住宿需要，請於申請表格註明，並提供相關證明。
If the number of applications exceeds the quotas, allocation of summer residence will be determined by drawing lots. Applicants with special accommodation needs are required to provide supporting documents.
3. 本年度正宿宿生如成功獲配原住宿舍暑宿，或會安排留住原房。
Regular-term residents who are successfully assigned their original hostel for summer residence may be allowed to stay in their current rooms.

4. 有意選擇房伴的暑宿生請於暑宿申請表內註明以供書院考慮，但不保證可獲安排。所有房伴只可選擇相同宿期，所選房伴亦需於暑宿申請表內註明。未有選擇房伴者，由書院安排編配。
For summer residents who wish to choose a roommate, please indicate in the summer residence application form for the College's consideration. However, please note that roommate requests are not guaranteed. Please choose roommate(s) with the same residence period. Roommate(s) being chosen also need to indicate in the application form. For residents who have not indicated their choice of roommates will be arranged by the College.
5. 暑宿生須小心遵守住宿期限，住宿期滿時，必須將所有物品搬離宿舍。違者將被罰款，以每日港幣\$160元計算。此外，若退宿後發現房間內有垃圾或破損，舍監將視乎情況，向違者收取港幣500元至1,000元的罰款。
Summer residents must carefully observe the calendar of the hostel. They must remove all personal belongings from the hostel rooms or other unauthorized areas at the end of the residential period. A penalty of HK\$160 per day will be imposed on any unclaimed belongings. Besides, if there are rubbish or damage found in the rooms after check-out, a penalty of HK\$500 to HK\$1,000 would be imposed depends on the scale and seriousness.
6. 宿舍按金將於暑宿期完結後以銀行自動轉帳方式退回，宿生須前往宿舍接待處索取「暑期住宿退還宿舍按金申請表格」，填妥後連同宿生本人之過戶銀行卡副本，一併於交還房間鎖匙時交予宿舍負責人。逾期退宿及交回表格者，暑宿按金將不予發還。
For refund of hostel deposits, summer residents should fill out the appropriate application forms obtainable from the hostel reception counters at the end of their residential period. To facilitate bank autopay, please append a copy of your personal bank cards with account number to your application. The completed forms should be returned to the respective hostels together with the room keys. For late check-out and late submission of the application form, hostel deposits will be forfeited.
7. 聯合書院暑期住宿工作小組保留派發宿位之最後決定權。
The decisions of the United College Working Committee on Summer Residence are final.
8. 如有查詢，請透過電郵與書院輔導處古嘉敏女士聯絡 (carmankoo@cuhk.edu.hk)。
For enquiry, please contact Ms. Carman Koo of the College Dean of Students' Office at carmankoo@cuhk.edu.hk

聯合書院暑期住宿工作小組
UC Working Committee on Summer Residence
22/3/2024