

**THE CHINESE UNIVERSITY OF HONG KONG  
STAFF QUARTERING UNIT**

**INFORMATION ON UNIVERSITY ACCOMMODATION**

1. Overview of On-campus Flats

There are 251 University Staff Quarters (USQ) centrally administered by the Staff Quartering Unit on campus. They can be categorized into the following types:

Type I -	App. 2,200 sq. ft., with 3 bedrooms and a study (Res. 4 & 15)
Type II -	App. 1,800 sq. ft., with 3 bedrooms and a study (Res. 3, 10-14)
Type IIA -	App. 1,500-1,600 sq. ft., with 2 bedrooms and a study (Res. 4, 15-17)
Type III -	App. 1,200 sq. ft., with a bedroom and a study (Res. 12-14)
Duplex -	App. 1,900-2,000 sq. ft., with 3 bedrooms (Res. 16 & 17)

The market rental of different types of USQ varies. Please contact the Staff Quartering Unit for details.

2. Eligible Appointees

Appointees who are eligible for University's housing assistance and allowances (e.g. NCA, HFA, PTA, etc.) may apply for USQ. Enquiry on individual appointees' eligibility can be addressed to the Personnel Office.

Full-time staff members on Terms of Service (A)/ Housing Authority (HA) - equivalent Terms of Services can also rent USQ by paying market rental.

3. Provision of Electrical Appliances and Furniture

A set of electrical appliances including air-conditioners, a gas cooker, a refrigerator and a washing machine will be supplied in each flat, except for residents who have joined the Furniture Allowance Scheme.

For staff members using NCA/HFA/PTA/market rate to rent USQ, the flat will be provided on an unfurnished basis. An occupant may choose to rent a standard set of heavy furniture from the University at a monthly charge of \$700.

In any case, no beddings will be provided in the flats. Staff Quartering Unit can acquire beddings for appointees upon request. Please refer to part (8) for more information.

4. Utility Charges

The University will arrange for the supply of electricity, water and gas in the quarters. The charges for water and electricity will be deducted from the occupant's payroll, while that for gas will be billed by the gas company to the occupant direct.

For telephone and broadband services, the occupant has to subscribe by himself/herself upon arrival if necessary.

5. Length of Occupancy

USQ are for the occupancy of staff members and their immediate family members. Once a staff member has moved in the University quarters, he/she is required to reside in the assigned flat for at least one year before moving out. Under normal circumstances, any request for change of flat can be acceded to only after the staff member has lived in the same flat for three years.

6. Break/Move-out Notice

A staff member cannot hold his/her assigned flat during no-pay leaves, unless he/she pays the market rental for that period.

When a staff member wishes to move out the quarters (after a minimum of one year's occupancy), he/she is required to give **one month**'s notice to the University.

7. Housing Regulations & Guidelines

On a staff member's arrival to the assigned flat, he/she will find a set of Housing Regulations, as well as the guidelines regarding the general information of residing on campus.

8. Welcome Kit and Beddings

To facilitate settling-in upon arrival, a staff member coming from overseas may acquire:

(i) Welcome Kit

A welcome kit (currently @HK\$100) normally includes the following items:-

- (a) A pack of 10 shuttle light bus coupons (currently @HK\$4.5) for transportation on campus
  - (b) Two towels
  - (c) Biscuits \*
  - (d) Drinking water \*
  - (e) Toilet paper \*
  - (f) Soap \*
  - (g) A reusable shopping bag
- (\* in small quantity only)

(ii) Beddings

A set of beddings normally includes pillow(s), pillow case(s), a bedspread and a cool-quilt. The price for a single set - @HK\$450; a double set - @HK\$650.

Optional items (suggested if arrive in winter):

- A single warm-quilt - @HK\$270
- A double warm-quilt - @HK\$360

If the appointee wishes to order any of the above, please indicate on the Housing Questionnaire or contact the Staff Quarters Unit directly.

9. Application & Occupancy Schedule

An eligible staff member should submit the Housing Questionnaire to the Staff Quarters Unit at least **two months** prior to the expected move-in date. A written note will be issued to the staff member for confirmation of assignment of flat.

Under normal circumstances, a new recruit **coming from overseas** can move in the flat assigned **three days** prior to the date of assumption of duty. He/She will not be required to pay rental for the three-day grace period, but the utility will still be charged to him/her. Local new recruits can move in the flat assigned one day prior to the date of assumption of duty without any additional rental charge.

Subject to availability, a new recruit may move in even earlier than the above schedule by paying a rental at market rate on a daily basis.

10. Enquiry

Enquiry on University accommodation should be addressed to the Staff Quarters Unit.

Email: [uquarters@cuhk.edu.hk](mailto:uquarters@cuhk.edu.hk)

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Staff Quarters Unit

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