Notes of Application for Shaw College Student Hostel Places 2018/2019
(Applicable to non-freshmen in academic year 2018/2019)
(2nd Draft)

[Section A] Before submitting applications, please note the following:

1. The allotment of college hostel places is based on a scoring scheme to the full-time Shaw College students (details can be found on **"Selection Method (Final Version)"**). Hostel places will not be allocated to any local or non-local student who did not complete the application procedures (including online application and submission of necessary supporting documents) within the stipulated application periods.

2. **Online application period is from 1 March to 31 March 2018**. Students should apply as early as possible. Please also be reminded to write down the application number and print out the application form as proof of application and for future reference.

3. Before the online application, to make sure that the information provided in the application fulfils the requirements and is accurate, students should read thoroughly this "Notes of Application" and the "Selection Method (Final Version)".

4. Initial screening results will be announced at 5:00 p.m. on 16 April 2018. Results will be posted on the college webpage (http://www.cuhk.edu.hk/shaw/hostel) or notice boards in student hostels and the College. **Eligible applicants who passed the initial screening must complete their application according to the guidelines set out in Section B.**

5. **Students (local or non-local) who will be on suspension of study or internship during the residence period are NOT eligible for applying for hostel places. If students receive notification of suspension/ internship after they have been assigned hostel places, they must immediately perform hostel check-out procedures. Medical students who have been allotted hostel places in hospital are NOT eligible for applying for hostel places of the College.**

6. Holders of the University's parking labels and students having private vehicles are NOT eligible for applying for student hostel places (except for physical impaired students). The Residence Selection Sub-Committee reserves the right to request those who are found having parking labels to withdraw from the hostels.

7. Residence period for 2018/2019 will be from early of September 2018 to middle of May 2019. To ensure the effectiveness of hostel places allotment, **ALL students with hostel places assigned MUST perform check-in within the stipulated check-in periods (i.e. early of September)** (exact periods to be confirmed), **students who fail to perform check-in within the stipulated periods will be deemed as giving up the hostel places.** The places will be re-allotted to students on the waiting list. **If students are on outgoing exchange programmes in first term** and are not able to check in within the periods, they should inform the hostel management and **make special request for extension within the check-in periods**. Only students with special approval are allowed to extend their check-in dates.

8. The hostels will be closed for a few days during Lunar New Year. ALL residents <u>are not allowed</u> to stay inside hostels (Non-local students may request for stay via application). Other residence periods will be set for Summer Residence and application should be made separately.

9. **The amount of hostel fees for 2018/2019 are is to be determined.** Hostel fees for the whole academic year of 2016/2017 are $11,936 (2-bed room, $5,968 per term) and $7,960 (3-bed room and 4-bed room, $3,980 per term). **The amount of hostel deposit is to be determined.**

<u>[Section B] Submission of documents after the initial screening:</u>

1. Eligible applicants (non-freshmen in academic year 2018/2019) who pass the initial screening are required to submit a <u>recent colour photo</u> and <u>proof of residential address</u>, <u>residential area</u> and <u>participation in extra-curricular activities</u> <u>in person or by authorized persons</u> during 23 April – 30 April 2018 (Monday to Friday, from 9 a.m. to 5 p.m) at Shaw College (Wen Lan Tang). Mailed documents will NOT be accepted. Students who are on Outgoing Exchange Programmes during the document submission period can email the <u>filled application form</u> and <u>required supporting documents</u> to <u>shaw-student-hostel@cuhk.edu.hk</u> (please specify "Hostel Application 2017/2018" in the email subject), but still need to provide original copies for verification upon check-in.
   Applications will NOT be further processed without sufficient documents, when documents submitted to the wrong place or after the deadline.

2. Detailed requirements of supporting documents:

   Proof of Residential Address and Area
   2.1. **Applicant's <u>residential address proof</u>:** <u>notification letters</u>, <u>admission forms</u>, <u>results notice</u> or other letters with the residential address printed and issued by **the Government/ the University/ Hong Kong Examinations and Assessment Authority (HKEAA)**

   <u>Residential address proof</u> of all members living with the applicant (for <u>at least 6 months over the past year</u>): school documents, notification of voter registration, tax return form, public rental housing tenancy agreement (only accept those issued within the recent two years), old age allowance documents, demand for payment of rates, invoices/ receipts from property management companies, electricity, water or gas **(ALL mobile telephone bills, statements from financial institutions, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries are NOT applicable.)**

   2.2. <u>**Proof of residential area**</u>: *(for public housing)* letter of proof by Estate Offices of Housing Department; *(for private properties)* proof from Land Office, floor plan on agreements for sale and purchase of building units or sales brochure (state clearly how usable floor area is calculated).

2.3. If applicants could not provide the proof of residential address/area according to the requirements stated above (in section 2.1 and 2.2), they may make a declaration at the Home Affairs Department. On the declaration, please <mark>clearly state the <u>residential address</u>, <u>Identity Card numbers,</u> <u>full names of the applicant and members living with the applicant</u></mark> (for at least 6 months over the past year), and <u>residential area.</u>

The content of declaration MUST be in detail and MUST conform to the requirements. The declaration MUST be submitted together with the proof of residential address. Only submitting the declaration without any proof of residential address/ area will NOT be accepted. Without any proof, the applicant, members living with the applicant or his/ her residential area will not be considered in the scoring system.

2.4. When submitting the supporting documents, <u>original copies</u> of proof is required for verification.

2.5. If health condition is listed as a reason of application, only valid medical proof within one year will be considered.

2.6. If applicants' reported addresses are found to be different from those in the record of the Registration and Examinations Section, they are required to provide valid legal documents as proof. Otherwise, their applications will NOT be considered.

2.7. Applicants who do not live with their parents should provide **detailed explanation in writing** and attach supporting documents.

2.8. **Before submitting the supporting documents, applicants are responsible for making sure that the documents are <u>sufficient,</u> <u>can meet the requirements</u> and are <u>consistent with the information stated</u> on the application form. Otherwise, scores of related parts will be deducted without further notice.**

2.9. Information submitted by the applicants must be true to the best of their knowledge. **A strict assessment of all information provided will be carried out.** Cases in doubt may be verified by home visit. The College will continue relevant verification work after residents moving in. Any change of information should be reported in writing to wardens. <u>If false report or forged documents were found, residents' right of residence will be immediately deprived. The case will also be referred to the College Disciplinary Committee for consideration of further actions.</u> Applicants' future application for hostel places will NOT be considered.

Proof of Residential Address and Area

2.10. Extra-curricular activities/student organizations which can be considered in the scoring system are clearly listed in **"Selection Method (Final Version)"**, please read it carefully and make sure that all the activities/ organization claimed are applicable.

2.11. Proof of participation in extra-curricular activities must be accompanied with <u>full names</u>, <u>post titles</u>, <u>chops</u> and <u>signature of person in charge</u> of relevant registered organizations. **Terms of office must**

cover 30 September, 2018.

For Affiliated Societies or Organizations registered under the Student Union of the Chinese University of Hong Kong or Shaw College Student Union (including faculty societies, departmental societies, the University's /College's clubs, and registered societies), their registration must have been completed on or before 23 April 2018 and the declared members and post titles should be <u>on the name list of Affiliated Societies Committee Members</u>. Applicants are required to provide <u>proof of participation</u> granted by the Student Union of the Chinese University of Hong Kong/ Shaw College Student Union <u>(original copies are required for verification)</u>. Should applicants leave from their post during the terms, the Residence Selection Sub-Committee has the right to cancel the allotment of their places.

3. Allotted hostel places are not transferable or changeable. Applicants who would like to give up their places must apply to wardens in writing. Vacant places will be filled up by applicants who are on the waiting list. <u>Applications for withdrawal from hostels must be submitted at least 7 working days in advance of the planned last date of stay. The latest check-out dates are 1 October (for those who check in in 1st Term), and 1 February (for those who check in in 2nd Term).</u> Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents withdraw after the two dates mentioned above will be required to pay hostel fee counting from the check-in date to end of the relevant terms.

Residence Selection Sub-Committee

2 February 2018