

Notes of Application for Shaw College Student Hostel Places 2016/17

(Applicable to 2016/2017 Year-One Students)

1. The allotment of college hostel places is based on a scoring scheme (details can be found in the “Notes for Online Application Form Filling”. There are about 190 places for male and about 190 places for female new incoming students. Please note that the chance of getting hostel places is relatively higher for Year One applicants. A scoring system based on living district/ conditions and the degree of participation in extra-curricular activities would be used to assess the necessity of staying in student hostels in the following years.
2. Applicants should submit online application form **from 21 August (9 a.m.) to 26 August (12 noon)** through this link: <https://cloud.itsc.cuhk.edu.hk/shawhostel/Logon.asp>
3. Applicants are required to **print the online-submitted application form and submit it in person with ORIGINALS and COPIES of proof of residential address and area** to Wen Lan Tang **from 22 August to 26 August within office hour (Monday to Friday, 9 a.m. – 5 p.m.)**.
 - A. (1) **Applicant’s residential address proof:** e.g. notification letter or letters issued by the Government/ University or admission forms issued by Hong Kong Examinations and Assessment Authority
(2) **Residential address proof of all members living with the applicant (for at least 6 months over the past year):** e.g. school documents, notification of voter registration, tax return form, public rental housing tenancy agreement (only accept the signed within the recent two years), old age allowance documents, demand for payment of rates, invoices/receipts from property management companies, electricity, water or gas (**mobile telephone bills, statements from financial institutions and letters from Leisure and Cultural Services Department and Hong Kong Public Libraries are NOT applicable**)
 - B. **Residential area proof:** e.g. (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).
 - C. If applicants could not provide the above document, they may choose to make a declaration at the Home Affairs Department with stating their residential address, full name of members living with the applicant (for at least 6 months over the past year), Identity Card number and residential area. The applicants concerned are still required to provide sufficient reasons/explanations to show why they cannot provide such documents.
 - D. **Originals of proof must be submitted for verification.** Should applicants fail to present proof required, scores of related parts will NOT be counted.
 - E. Should applicants’ reported addresses are found to be different from those in the record of the Registration and Examinations Section, and are without valid explanations, their applications will NOT be considered.
 - F. Applicants who do not live with parents should provide **detailed explanation in writing** and attach supporting documents.
 - G. The Selection Committee will give scores based on the above documents. The Committee reserves the right to request declaration by applicants and members living with the applicants.
 - H. If health condition is listed as a reason for application, only medical proof issued by the doctors within one year will be considered (applicants’ actual need for hostel residence is required to be stated in the proof).
 - I. 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. **False report or forged documents, if found, residents’ right of residence will be immediately revoked. The case will also be referred to the College Disciplinary Committee for consideration of further actions. Applicants’ future application for hostel places will NOT be considered.**

- 4 Printed online-submitted application form and ALL proof documents MUST BE submitted in person to Wen Lan Tang, Shaw College within the above-mentioned period. Mailed documents will NOT be accepted. **Applications will NOT be further processed without sufficient documents, or if documents are submitted to the wrong place or after the deadline.**
- 5 When submitting the application form, a form submission number will be given. Please quote this number for future reference.
- 6 Application results will be announced on 31 August (5 p.m.). Notices will be posted on the college hostel webpage <http://www.cuhk.edu.hk/shaw/hostel/main.htm> or on notice boards inside student hostels and Wen Lan Tang. Applicants will not be notified individually.
- 7 New students' check-in date: from 5 September 2016 (Monday) to 12 September 2016 (Monday)
(Those who do not perform check-in within the period will be deemed as giving up their hostel places)
- 8 Allotted hostel places are not transferable. 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. Applications for withdrawal from hostels must be submitted at least 7 working days in advance of the planned last date of stay. Latest check-out dates are 1 October and 1 February for first and second term respectively. Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents check out 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.
- 9 **For successful applicants who gave up their hostel places without notification, or their reasons of withdrawal are considered not valid enough by wardens, the scores of their hostel application for the following year will be deducted by 10%.**
- 10 Holders of the University's parking labels (except for physical impaired students) and students having private vehicles are not eligible for applying student hostel places. Due to limited hostel places, students who are possessing and using a private car will not be assigned hostel places. The Selection Committee reserves the right to request those who are found to have parking labels to withdraw from the hostels.
- 11 Hostel fees for 2016/17 are \$11,936 (twin room) and \$7,960 (3-bedroom and 4-bedroom) i.e. \$5,968 (twin) and \$3,980 (3-bedroom and 4-bedroom) for one term respectively. Hostel deposit is \$1,000 per year.
- 12 Hostel period for 2016/17 is from early-September 2016 to mid-May 2017 (summer residence not included). Hostels will be closed for few days during the Lunar New Year. Residents are not allowed to stay inside hostels without special reasons. Application for summer residence will be made separately.