



Notes of Application for Shaw College Student Hostel Places 2017/2018
(Applicable to 2017/2018 Year-One Students)

1. The allotment of college hostel places is based on a scoring scheme. 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 20 August (9 a.m.) to 25 August (12 noon)** through this link: <https://cloud.itsc.cuhk.edu.hk/shawhostel/Logon.asp>
3. Students should read thoroughly this “Notes of Application” and the “Notes for Online Application Form Filling” before online application to make sure that the information provided in the application fulfils the requirements and is accurate.
4. Applicants are required to **print and submit the online-submitted application form** in person or by authorized persons with **ORIGINALS and COPIES of proof of residential address and area** to Wen Lan Tang **during 21 August - 25 August 2017** within office hour (Monday to Friday, 9 a.m. - 5 p.m.). **Mailed documents will NOT be accepted.** Applications will NOT be further processed with insufficient documents, when documents submitted to wrong place or after the deadline.

Detailed requirements of supporting documents:

4.1. Proof of Residential Address and Area

- 4.1.1. **Applicant’s residential address proof:** notification letters, admission forms, results notice or other letters with the residential address printed and issued by the Government / the University / Hong Kong Examinations and Assessment Authority (HKEAA).
- 4.1.2. **Residential address proof of all members living with the applicant (for at least 6 months over the past year):** 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**).
- 4.1.3. **Proof of residential area:** (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).
- 4.1.4. **If applicants could not provide the proof of residential address / area according to the requirements stated above (in section 4.1.1 to 4.1.3), they may make a declaration at the Home Affairs Department. On the declaration, please clearly state the residential address, full names of members living with the applicant (for at least 6 months over the past year), Identity Card number and residential area.**

The declaration MUST be submitted together with the proof of residential address / area (which cannot meet the requirements in 4.1.1 to 4.1.3). 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.



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- 4.2. When submitting the supporting documents, original copies of proof is required for verification.
- 4.3. If health condition is listed as a reason of application, only valid medical proof within one year will be considered.
- 4.4. 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.
- 4.5. Applicants who do not live with their parents should **provide detailed explanation in writing** and attach supporting documents.
- 4.6. **Before submitting the supporting documents, applicants are responsible for making sure that the documents are sufficient, can meet the requirements and are consistent with the information stated on the application form. Otherwise, scores of related parts will be deducted without further notice.**
- 4.7. 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. **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.** Applicants' future application for hostel places will NOT be considered.
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 30 August 2017 (5 p.m.). Notices will be posted on the college hostel webpage <http://www.cuhk.edu.hk/shaw/hostel/> or on notice boards inside student hostels and Wen Lan Tang. Applicants will not be notified individually.
7. **New students' check-in date: from 4 September 2017 (Monday) to 11 September 2017 (Monday).**
(Those who do not perform check-in within the period will be deemed as giving up their hostel places)
8. Hostel period for 2017/18 is from early-September 2017 to mid-May 2018. 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. 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). 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.
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 possess and are 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.



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11. **Hostel fees for whole academic year of 2017/18 are \$12,352 (2-bed room, \$6,176 per term) and \$8,238 (3-bed room and 4-bed room, \$4,119 per term). Hostel deposit is \$1,000 per year.**
12. Hostel period for 2017/18 is from early-September 2017 to mid-May 2018 (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.

Student Hostel Management Committee of Shaw College

August, 2017