Notes of Application for Shaw College Student Hostel Places 2018/2019
(Applicable to 2018/2019 New Students)

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

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 19 August (9 a.m.) to 24 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 20 August - 24 August 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.**

5. When submitting the application form, a form of submission number will be given. Please quote this number for future reference.

6. Application results will be announced on **29 August 2018 (5 p.m.)**. Notices will be posted on notice boards inside student hostels and Wen Lan Tang or on the college hostel webpage http://www.cuhk.edu.hk/shaw/hostel/. Applicants will not be notified individually.

7. **New students' check-in date: from 3 September 2018 (Monday) to 10 September 2018 (Monday) (Those who do not perform check-in within the period will be deemed as giving up their hostel places). For details of check-in arrangement, please refer to** https://www.cuhk.edu.hk/shaw/hostel/files/Check_In_Notice_18_E.pdf.

8. 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.

9. 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.

10. 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%.

11. **Hostel fees for whole academic year of 2018/2019 are $12,736 (2-bed room, $6,368 per term) and $8,494 (3-bed room and 4-bed room, $4,247 per term). Hostel deposit is $1,000 per year.**

12. Hostel period for 2018/2019 is from early-September this year to mid-May next year. 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.

[Section B] Detailed requirements of supporting documents:

1. **Proof of Residential Address and Area (only valid proof within 6 months will be considered)**
    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).

    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)**.

    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).

    1.4. If applicants could not provide the proof of residential address / area according to the requirements stated above (in section 1.1 to 1.3), they may make a declaration at the Home Affairs Department. On the declaration, please clearly state the **residential address, Identity Card numbers, full names of the applicant and members living with the applicant (for at least 6 months over the past year), and residential area**.

    1.5. **The declaration (Appendix 1) MUST be submitted together with the proof of residential address / area (which cannot meet the requirements in 1.1 to 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.**

2. When submitting the supporting documents, original copies of proof is required for verification.

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

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.

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

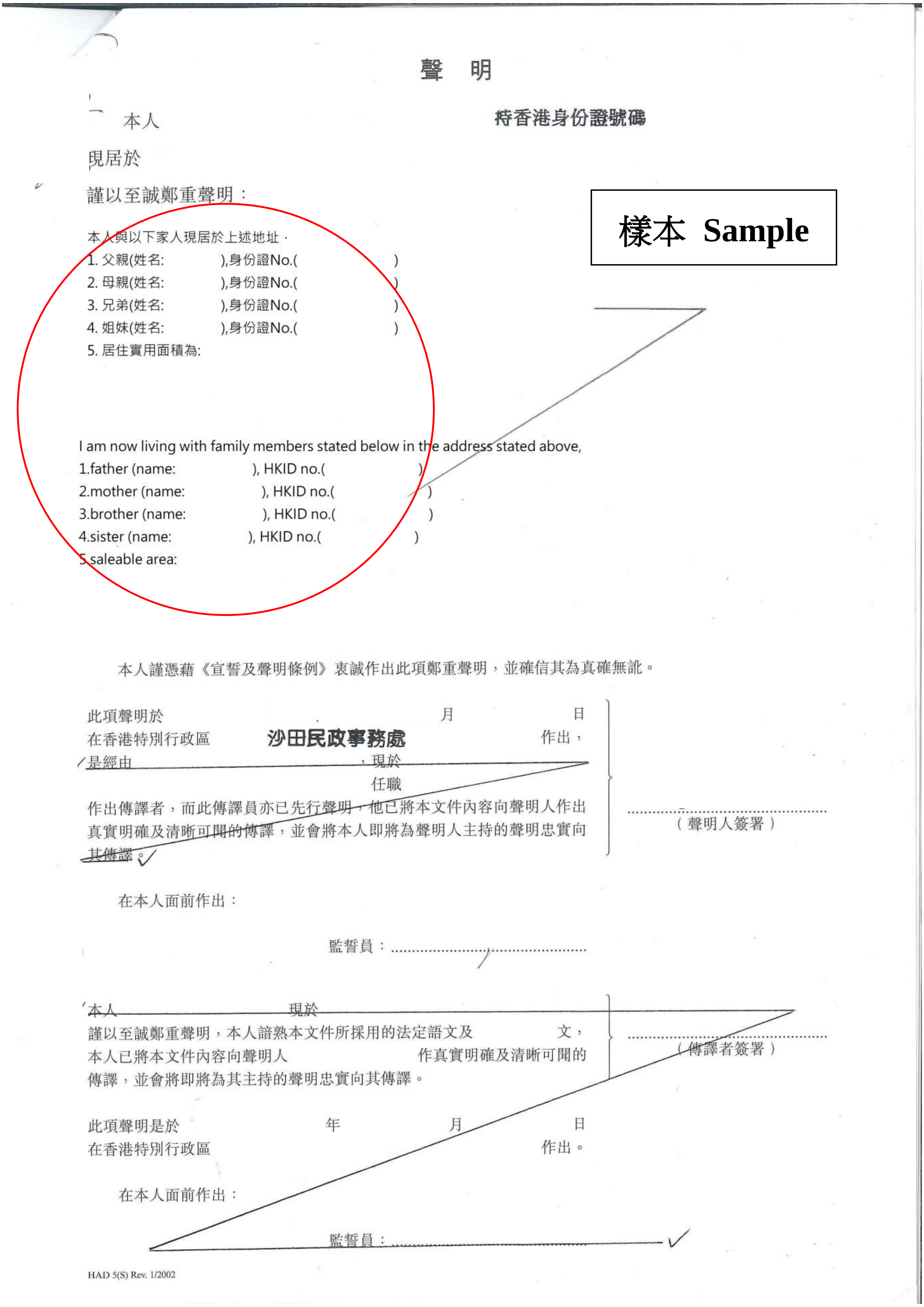
6. **Before submitting the supporting documents, applicants are responsible for making sure that the documents are sufficient, can meet the requirements and are consistent with the information stated on the application form. Otherwise, scores of related parts will be deducted without further notice.**

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.**

Student Hostel Management Committee of Shaw College
August, 2018

Appendix 1

Sample of Declaration



樣本 Sample

聲明

本人　　　　　　　　　　　　持香港身份證號碼

現居於

謹以至誠鄭重聲明：

本人與以下家人現居於上述地址，
1. 父親(姓名:　　　　),身份證No.(　　　　　　)
2. 母親(姓名:　　　　),身份證No.(　　　　　　)
3. 兄弟(姓名:　　　　),身份證No.(　　　　　　)
4. 姐妹(姓名:　　　　),身份證No.(　　　　　　)
5. 居住實用面積為:

I am now living with family members stated below in the address stated above,
1.father (name:　　　　), HKID no.(　　　　　　)
2.mother (name:　　　　), HKID no.(　　　　　　)
3.brother (name:　　　　), HKID no.(　　　　　　)
4.sister (name:　　　　), HKID no.(　　　　　　)
5.saleable area:

本人謹憑藉《宣誓及聲明條例》衷誠作出此項鄭重聲明，並確信其為真確無訛。

此項聲明於　　　　　　月　　　　日
在香港特別行政區　**沙田民政事務處**　作出，
~~是經由　　　　　　，現於　　　　任職　作出傳譯者，而此傳譯員亦已先行聲明，他已將本文件內容向聲明人作出真實明確及清晰可聞的傳譯，並會將本人即將為聲明人主持的聲明忠實向其傳譯。~~ ✓

……………………………………
（聲明人簽署）

在本人面前作出：

監誓員：……………………………………

~~本人　　　　　　現於~~
~~謹以至誠鄭重聲明，本人諳熟本文件所採用的法定語文及　　文，本人已將本文件內容向聲明人　　　　作真實明確及清晰可聞的傳譯，並會將即將為其主持的聲明忠實向其傳譯。~~

……………………………………
~~（傳譯者簽署）~~

~~此項聲明是於　　　年　　　月　　　日~~
~~在香港特別行政區　　　　　　作出。~~

~~在本人面前作出：~~

~~監誓員：……………………………………~~ ✓

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