



Notes of Application for Shaw College Student Hostel Places 2014/2015

(Second draft)

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

1. The allotment of college hostel places is based on a scoring scheme (details can be found on “Selection Method (Final Version)”.
2. On-line application period is from 1 to 31 March 2014. Students should apply as early as possible. They are also reminded to write down the application numbers and print out the application form as proof and for future reference.
3. Initial screening results will be announced at 5:00 p.m. on 11 April 2014. Results will be posted on the college webpage or notice boards in student hostels, Wen Lan Tang and central campus. Eligible applicants who passed the initial screening must complete their application according to the guidelines set out in Section B.
4. Holders of the University’s parking labels and students having private vehicles are NOT eligible for applying student hostel places. The Selection Committee reserves the right to request those who are found to have parking labels to withdraw from the hostels.
5. Applicants who are on internship during the term are NOT eligible for applying hostel places. If applicants received notification for internship after they have been assigned hostel places, they must immediately inform the Selection Committee in writing. Or else, they will be treated as situation under item 4 in the next section. Medical students who have been allotted hostel places in Prince of Wales Hospital are NOT eligible for applying for college places.
6. Residence period for 2014/15 will be from early of September 2014 to middle of May 2015 (summer residence not included). Hostels will be closed for a few days during Lunar New Year. Residents are not allowed to stay inside hostels without special reasons. Application for summer residence should be made separately. **Hostel fees for 2014/15 are \$11,162 (twin room) and \$5,581 (3-bedroom and 4-bedroom) i.e. fees for one term are around \$7,444 (twin) and \$3,722 (3-bedroom and 4-bedroom) respectively. Hostel deposit is \$1,000 per year.**

[Section B] After the initial screening:

1. Eligible applicants are required to submit a recent photo, proof of residential address and area, and participation in extra-curricular activities in person **during 14-24 April 2014 (for year 2 students in 2014/15 academic year) OR 14-28 April 2014 (for year 3 or above students in 2014/15 academic year)**. Mailed documents will NOT be accepted. Documents must be submitted every Monday to Friday, from 9:00a.m. to 5:00p.m. Applications will NOT be further processed without sufficient documents, when documents submitted to the wrong place or after deadline.

1.1 Documents to be submitted include:

- 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
- 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, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries are not applicable**). Original copy of the relevant documents must be provided for verification.

1.2 Proof of residential area e.g. 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 can be used (state clearly how usable floor area is calculated). Applicants can submit copies of these documents if they have applied for hostel places in the past academic year.

1.3 Applicants can 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 if they could not provide the above document.

1.4 Should applicants fail to present proof required, scores of related parts will not be counted. Original copy of proof must be submitted for verification.

1.5 If health condition is listed as a reason of application, only proof from doctors of the University Health Service will be considered.

1.6 Should applicants' reported addresses are different from those in the record of the Registration and Examinations Section, and applicants fail to provide valid explanations, their applications will NOT be considered.

1.7 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. False report or forged documents, if 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.**

2. Applicants who do not live with parents should provide **detailed explanation in writing** and attach supporting document(s).

3. Proof of participation in extra-curricular activities must be accompanied with full name, job title, chops and signature of person in charge of relevant registered societies/clubs. The terms of office must cover September 2014 and after. Should applicants leave from their post during the

terms, the Selection Committee reserves the right to reconsider the allotment of their places.

4. 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. Deadlines of applications are 1 October and 1 February for first and second term respectively. Once the applications have been approved, applicants are required to pay 1 month hostel fee. Residents withdraw after the two dates mentioned above will be required to pay hostel fee counting from the moving-in date to end of the relevant terms.

February 2014