

Notes of Application for Shaw College Student Hostel Places 2014/15

(Applicable to 2014/2015 Year-One Students)

1. The allotment of the college hostel places is based on a scoring scheme (details can be found on “Selection Method (Final Version)”. 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 an online application form **from 20 August (9a.m.) to 25 August (12 noon)** through this link: **<https://mmlab.itsc.cuhk.edu.hk/Shawhostel/Logon.asp>**
3. Applicants are required to **print the submitted online application form and submit the form in person with original and copies of proof of residential address and area** to Shaw College information counter at Wen Lan Tang LG1 **from 20 August (9a.m.) to 25 August (12 noon) within office hour (Monday to Friday, 0900-1700).**
 - 3.1 Documents to be submitted include:
 - A. **Original and Copies** of 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
 - B. **Original and Copies** of 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**). **Original copy of the relevant documents must be provided for verification.** Although applicants 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 if they could not provide the above document, the applicants concerned are still requested to provide sufficient evidence to show why they cannot provide such document. **Copy** of 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).
 - 3.2 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.
 - 3.3 Should applicants fail to present proof required, scores of related parts will not be counted. Original copy of proof must be submitted for verification.
 - 3.4 If health condition is listed as a reason of application, only proof from doctors of the University Health Service or The Hospital Authority in Hong Kong will be considered.

- 4 Applicants who do not live with parents should provide **detailed explanation in writing** and attach supporting document(s).
- 5 Mailed documents will NOT be accepted. **Applications will NOT be further processed without sufficient documents, documents submitted to the wrong place or after deadline.**
- 6 When submitting the application form, a registration number will be given. Please quote this number for future reference.
- 7 Application results will be announced in the afternoon of 27 August. They can also be found on the college webpage <http://www.cuhk.edu.hk/shaw/hostel/main.htm> or notices to be posted on notice boards inside student hostels and Wen Lan Tang. Applicants will not be notified individually.
- 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. 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 move-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 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.
- 11 Hostel fees for 2014/15 are \$10,892 (twin room) and \$7,264 (3-bedroom and 4-bedroom) i.e. \$5,446 (twin) and \$3,632 (3-bedroom and 4-bedroom) for one term respectively. Hostel deposit is \$1,000 per year.
- 12 Hostel period for 2014/15 is from early-September 2014 to mid-May 2015 (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.

Remarks:

1. 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.
2. 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.

August, 2014