



Shaw College
The Chinese University of Hong Kong
Application for Summer Residence 2019

[Section A] Notes of Application :

1. **ONLY students of SHAW College** who fulfil one of the below requirements are eligible to apply:
 - Students who will take **Full-time Undergraduate Programme courses** during **University Summer Session** (Period of University Summer Session: 14 May to 29 June 2019), **Only current hostel residents can apply for Period A, Final-year students can apply for Period A (for Summer Session) only;**
 - Students who will have **on-campus summer internships/research studies required by their major programmes;**
 - Organizing Committee Members of Shaw College Orientation Camp 2019;
 - Application results depend on the supply and demand of hostel places, reasons for application and living districts.

2. **Hostel Fees and Residence Periods for Summer Residence**

(No custom residence periods will be offered. Only the below residence periods are available for application)

Hostels	Periods	Hostel Fee
Kuo Mou Hall & Student Hostel II	Period A (for Summer Session): 21 May to 2 July 2019 (42 nights)	To Be Confirmed#
	Period B: 2 July to 1 August 2019 (30 nights)	
	Period C: 1 August to 30 August 2019 (30 nights)	

Hostel Fee per night in 2018 was HK\$64

3. **Application Period: 28 March (Thursday) 9 am to 18 April 2019 (Thursday) 5 pm (Late application would NOT be accepted).**

Online Application: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=7169985>

4. **Application Method:**

- Students have taken University Summer Programme courses / on-campus summer internships/research studies: Complete **online application form with the supporting documents;**
Valid supporting documents, including:
 - **registration letter/notice of courses in University Summer Session** (applicable to Period A only); and/or
 - **proof letter of on-campus summer internships/research studies** (applicable to Period A/B/C, the proof should show that the **on-campus** internship/research study is **required by the major programme**, and should be **stamped or signed by Chairman/ Director/Head of the Major Department/School/Programme concerned**);
- Organizing Committee Members of Shaw College Orientation Camp: NOT required to submit online application and supporting documents. President of the Organizing Committee is REQUIRED to submit the list of committee members by email to shaw-student-hostel@cuhk.edu.hk;

5. **Announcement of the application results will be posted on the college webpage** (<http://www.cuhk.edu.hk/shaw/hostel>) **on 3 May 2019 (Friday) 5 pm.**

6. **Successful applicants should submit an online confirmation** <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=7191134> **by 8 May 2019. Applicants who DO NOT submit the online confirmation by the deadline will be considered withdrawn.**

7. **Summer Hostel Fee & Deposit Payment:** Residents are required to settle the hostel fee and deposit (HK\$500) payment. Residents who DO NOT pay the fee within the stipulated period will be considered withdrawn. Details of the payment refer to the notice of “Results of Summer Residence Application”.

[Section B] Notes for Check-in :

1. Students may **check in the hostels from 9 am to 4 pm** on the start dates of the above residence periods;
2. **The receipts of payment for hostel fee MUST be provided for check-in procedure;**
3. Residents must complete the hostel check-in procedure **in person.**
4. Residents should submit a recent photo upon check-in (passport photo size: approximately 3.5 x 4.5 cm);

5. Those who fail to perform check-in procedures within the first 4 days of residence periods will be deemed as giving up their hostel places and the places will be immediately reallocated. The hostel fee and deposit will NOT be refunded.
6. If the successful applicants have made **1) withdrawal from the courses in Summer Session (add/drop dates: 14-18 May), internships or research studies, 2) withdrawal from the Shaw College Orientation Camp Organizing Committee, 3) giving up the hostel places or certain residence periods assigned, they are required to email to the hostel staff by 20 May (email: shaw-student-hostel@cuhk.edu.hk)**, so that the amendment of records/hostel fees and reallocation of hostel places can be made in time;
7. Residents of Period A (also current residents) are required to stay in their original hostel places on 21 May, and **perform check-in and check-out procedures on 22 May** for moving to the new room of Summer Residence.

[Section C] Notes for Check-out :

1. Residents MUST complete the check-out procedure within office hours and before 12noon on the last day of approved residence period. Residents who are unable to check out within office hours must submit an application to the information counters at least 3 days prior to the check-out date;

Office hours of information counters: Monday to Friday

9:00 a.m. - 4:00 p.m.

Saturday

9:00 a.m. - 12:00 noon

Sunday and Public Holidays

Closed

2. **Check-out Procedures:**

- Before check-out, residents should remove all personal belongings in the room or storage (i.e. wardrobes, bookshelf, drawers, etc.), clean and tidy up the space thoroughly and restore the room to original condition.
- During check-out, residents should return the keys (including room keys and drawer keys (if applicable)) to hostel staff. Hostel staff will inspect the rooms. Should there be any damaged or lost hostel items, the charge incurred will be deducted from the hostel deposit as a penalty.
- After room inspection, in order to confirm the check-out and arrange deposit refund, residents MUST return the below documents to the information counters:
 - * "Confirmation of Room Inspection" (a slip provided by hostel staff after room inspection)
 - * a copy of the first page of the passbook (from personal savings account of local banks) or the debit card, which clearly show the resident's personal savings account number

*Remarks:

- The above documents MUST BE returned to the information counters for confirming check-out. Otherwise, the deposit refund cannot be arranged.
- A resident may authorize his/her agent to perform check-out for him/her. The agent is required to produce the resident's Student ID copy and signed authorization letter (in which the name and Student ID of both the resident and the agent should be clearly stated).
- Hostel deposit will be refunded to saving accounts in local banks ONLY. Other non-local bank accounts are not applicable. The bank holder MUST BE the resident himself/herself.

3. For residents who do not perform check-out procedures by the deadlines, their personal belongings will be disposed of and the hostel deposit will not be refunded;
4. Residents who are offered Period C and Hostel Places for 2019/20 are required to perform check-in and check-out procedures on 2 September for moving to the places assigned for term time.
5. **Luggage Storage:**
Due to limited storage space, **Only residents who are offered Hostel Places for 2019/2020 may store their luggage in the hostel** and registration for luggage storage is required during check-out., please note the below limitations:
 - The size of each piece of luggage MUST be under 1 x 3 x 3 feet;
 - Local students may store one piece of luggage only; Non-local students may store two pieces of luggage;
 - Residents MUST reclaim their luggage within the respective check-in periods.
 - Personal items must be well packed inside suitcases or luggage bags, but valuable belongings should not be included. The College is not liable for any loss or damage. Luggage will be discarded if they are not reclaimed within the above-mentioned periods.

[Section D] Notes for successful assignment of places :

All summer residents are required to observe the hostel regulations. Allotted hostel places are not transferable or changeable. If false reports, concealment of information or forged documents were found, residents' right of residence would be immediately deprived. The case would also be referred to the College Disciplinary Committee for consideration of further actions. Disciplinary actions will be taken against offenders. Shaw College Student Hostel Management Committee reserves the right of final decision on hostel place allocation.

Student Hostel Management Committee
25 March 2019