



香港樹仁大學

Hong Kong Shue Yan University

2019 本科生暑期住宿申請須知

## Notes to Applicants - Undergraduate Summer Hall Residence 2019

### A. 本科生暑期住宿 Undergraduate Summer Hall Residence

暑期住宿旨在為需要於暑假期間因課程要求在港實習之非本地本科生提供住宿，以利其學習及生活之便。

Our goal is to provide cozy learning environment for non-local students who go for credit-bearing internship during summer in order to satisfy the graduation requirement.

### B. 住宿期 Residential Period

住宿期 (日/月/年) (包括首尾兩日) Residential Period (DD/MM/YYYY) (Both dates inclusive)	
暑假期間 Summer Break	20/05/2019 – 08/08/2019

學生應在宿期前後自行安排住處，提早入宿或延遲退宿的請求概不受理。

Students should arrange their own accommodation before and after the stipulated residential period. No requests for early check-in or late check-out will be accommodated.

### C. 暑期住宿資格 Eligibility for Summer Hall Residence

1. 申請者必須符合以下所有條件：

Those who comply with all of the below conditions are eligible to apply:

I. 非本地生；及

Non-local students; and

II. 於 2018-19 學年間就讀本科生一至三年；及

Current undergraduate students studying in Year 1 to Year 3 ; and

III. 必需為因課程要求而要於暑期在香港做實習（例如：帶學分的實習），並能夠出示有關證明。

Applicant who is required to go for credit-bearing internship during summer in order to satisfy the graduation requirement.

2. 無論申請人是否接受住宿取錄，若違反校規或宿舍守則，宿舍管理部或舍監將有權按申請人違規的嚴重性考慮撤銷申請人的住宿取錄。

An offer of residence, irrespective of whether it is accepted by an applicant for the residence halls, may be revoked thereafter by either the Hall Management Unit (HMU) or the Warden concerned upon an event of default. An event of default occurs when the applicant concerned violates any regulations governing the student residence or hall rules subsequently and, in the view of either HMU or the Warden, the violation in question is serious enough to justify such revocation.

#### D. 提交申請 Submission of Application

1. 於遞交住宿申請前，申請人應先閱讀、明白及同意遵守此住宿申請須知、本科生宿生手冊及宿生守則。

Students interested in living in the undergraduate student halls shall read, understand and agree to comply with this Notes to Applicants, Residents' Handbook as well as the Rules and Regulations for Residents before submitting their application.

2. 請填妥並遞交網上申請表格，並按指示上載相關證明 (如: 實習取錄信)。

Please fill in and submit the application with documentary proof(s) (e.g. Letter of Confirmation for the Internship) as instructed in the online application system.

3. 十八歲以下申請人需於遞交住宿申請時上傳家長／監護人同意書為附件。

For applicants aged below 18, a properly signed and completed copy of parent's/ legal guardian's approval has to be submitted along with the online application.

#### E. 房間類型及住宿費用 Room Types and Hall Fees

1. 本部將開放研究院綜合大樓的部份樓層作為暑期住宿之用，並只提供三人房間予學生申請，每人每月費用為港幣\$1,600，不足整月之住宿期的收費為每人每日港幣\$53。暑期住宿需要繳交之費用如下：

Only triple rooms located in Research Complex will be assigned for Undergraduate Summer Hall Residence. Monthly rate of HK\$1,600 and/ or daily rate of HK\$53 (residential period less than a month) per person will be charged respectively. The hall fees for the summer break are listed below:

房間類型 Room Type	住宿期 Residential Period	各項收費 (港幣) Fees (HKD)		
		房費 Room Rate <sup>1</sup>	按金 Deposit <sup>2</sup>	總宿費 Total Hall Fee
三人房 Triple Room	暑期住宿 Summer Break	\$4,260	\$500	\$4,760

註釋 Notes:

1. 不包括啟動冷氣、洗衣及乾衣費用 Excluding air-conditioning and laundry charges
2. 所有入宿學生均需繳付按金，在扣除任何未償還收費和罰款後，將於宿生完成退宿手續時退還 The deposit will be refunded to the resident after deduction of any amount of outstanding charges, fines and fees upon completion of proper check-out procedures.

2. 宿費必須以全費繳付；一經繳交，將不設退款安排。

Hall fees must be paid in full and are non-refundable.

3. 本部將隨機編配申請之房間號碼，並不接受房間調動申請。如有特殊情況，將按個別申請作考慮。

The rooms will be assigned randomly to the successful applicants. No request on room swapping application will be entertained. Special consideration might be given on case-by-case basis.

#### **F. 房間及宿舍設施 Rooms and Facilities in Residence Halls**

1. 每個房間均設有冷氣、書桌、椅子、床（只提供床褥）及衣櫃。每個樓層的共享設備包括雪櫃、淋浴間、廁所、茶水間，休息室亦配備枱、椅和梳化；大樓設有以學生證內增值額啟動的洗衣機及乾衣機（設於地下大堂）。

Each room is equipped with air-conditioning, desk(s), chair(s), bed(s) (only mattress is provided) and wardrobe(s). Communal facilities include refrigerators, showers, toilets and pantries. Tables, chairs and sofas are equipped in common rooms as well as the student ID card-operated washing machines and dryers has been installed on the ground floor of the Hall Residence building.

2. 宿生可於房間內安裝網路通信電纜以連接網絡。房間內的冷氣、共享的洗衣機及乾衣機均以學生證內的增值額啟動。學生檢查所屬房間、並填寫和遞交租約及住宿登記表後，可於宿舍管理部辦公室為其學生證增值。宿生可於辦理退宿手續時取回學生證內餘額。

Students can connect to the internet in their residence rooms with a LAN cable. Air-conditioners, washing machines and dryers are operated by HKSYU student ID cards. Students can add value to their student ID cards at the HMU Office upon checking their rooms and submitting online Undergraduate Residence Contract and Residence Registration Form. Balance in the student ID card will be refunded to the resident upon completion of proper check-out procedures.

#### **G. 入宿手續 Hall Fees Payment and Check-in Procedures**

1. 獲住宿取錄的申請人需於指定期限前繳交宿費；於期限後繳交宿費概不受理。沒有按時繳交宿費之申請人將作自動放棄宿位論，而不作另行通知。香港樹仁大學保留向申請人提出因此所涉及的行政費用。

Prospective residents are required to settle the accommodation fees by the specified deadline. Late payment will not be accepted. An applicant who fails to settle the hall fees within the stipulated period will be deemed as giving up the accommodation place. The University reserves the right to request the applicant concerned to pay for the administration fees incurred.

2. 在確定申請人已繳交宿費後，宿舍管理部會將於住宿期開始前透過學校及學生之常用電郵通知宿生所分配到的宿舍房間號碼、入宿日期及入宿手續等詳情。

An email listing the allocated residence room number, check-in date, check-in procedures and other details will be sent to every prospective resident through the resident's University email account before the commencement of the residential period after receipt of hall fees payment is confirmed by HMU.

#### **H. 資料驗證 Verification of Information Submitted**

1. 所有申請人需呈交相關的實習證明。實習證明的例子如下：

Applicants are requested to submit relevant internship proof. Some examples of the documents required are:

- 由實習機構發出之確認電郵 / 信件 Email / Letter of Confirmation issued by the Intern Institution / Company
- 學系課程內顯示其實習所計的學分之資料 Course curriculum which indicate course credit offered for the internship

2. 若宿舍管理部需要申請人呈交額外證明文件，宿舍管理部將以電郵個別通知。未能按時提交額外證明文件者將被取消其住宿取錄而不作另行通知。

Applicants who are required to submit additional documentary proof(s) will be informed individually through email. Failure to submit required proof before the deadline will result in cancellation of hall offer without prior notification.

3.若申請人有任何虛報或隱瞞情況，宿舍管理部將保留撤銷申請人住宿申請及住宿取錄之權利。

**Applicants are reminded that provision of false/ inaccurate information may lead to disqualification and cancellation of the hall applications and associated offers.**

#### **I. 申請人應注意的重要事項 Important Notes for Applicants**

1. 申請人需在申請期間於網上提交住宿申請。於完成及提交網上住宿申請前，申請人已閱讀、明白及同意遵守此住宿申請須知、本科生宿生手冊及宿生守則。

**Applicants are required to submit their online residence hall application during the application period. By completing and submitting the online application form for on-campus accommodation in the residential semester, applicants certified that they have read, understood, and agreed to comply with this Notes to Applicants, Residents' Handbook as well as the Rules and Regulations for Residents.**

3. 所有住宿申請均由宿舍管理部及/或舍監以及由行政副校長進行審核。

**All applications will be assessed by HMU and/or the Warden and approved by Administrative Vice President.**

4. 宿生於退宿限期前退宿將被視作提前終止住宿。已繳付之宿費將不獲發還。

**Residents who check out before the last check-out date will be considered as early termination of their hall residence; paid hall fees will not be refunded.**

5. 宿舍房間只供宿生本人作住宿用途。嚴禁以宿舍作其他用途如儲物或允許他人入住。一經發現，有關宿生之住宿資格將被終止，已繳付之宿費恕不退還。

**Accommodation at the Residence Halls is provided to residents for the purpose of personal residence only; use of the residence room for other purposes, such as storage or allowing another person to reside, is strictly prohibited. Residents fail to observe will result in termination of residence, remaining hall fee will not be refunded.**

6. 嚴禁售賣及私人轉讓宿位。所有有關售賣及私人轉讓宿位的報告將會被調查；一經屬實，涉事學生將被處罰，包括即時沒收宿位、已繳之宿費不獲退還及其他由大學給予的紀律處分。

**Trading or private transfer of hall place is strictly forbidden. All reports of trading or private transfer of hall places will be investigated and penalties will be levied on the students involved. Penalties include immediate termination of residence, forfeiture of paid hall fees as well as further disciplinary action imposed by the University.**

7. 宿舍管理部、舍監及行政副校長會商討有關任何過往宿生的違規記錄，並會考慮同學的本科生住宿申請是否維持有效。

**Any past residential disciplinary records will be brought to the attention of HMU, Wardens and the Administrative Vice President for deliberation and consideration on the validity of students' applications for undergraduate residence.**

8. 在不作通知的情況下，宿舍管理部、舍監及行政副校長均保留撤銷本科生住宿申請之權利。

**HMU, Wardens and the Administrative Vice President have the right to disqualify applications for undergraduate residence without prior notification.**

9. 所有成功的申請人需遵守本科生宿生手冊內的宿生守則。

**All successful applicants are required to abide by the Rules and Regulations for Residents as stipulated in the Residents' Handbook.**

**J. 收集個人資料 Use of Personal Data**

1. 申請表中所收集的資料只作行政用，包括住宿申請、相關的宿舍活動及宿舍事務。

Personal information collected from applicants will only be used for hall admission exercises, hall activities, hall related matters and kept as resident records for administration purposes.

2. 宿舍管理部會向舍監組及設施管理部提供所有宿生姓名、聯絡電話、房間號碼和緊急聯絡人（及其聯絡電話）以備不時之需。

HMU will provide the name, phone number, room number, email address and emergency contact person (and her/his contact) of each resident will be provided to the Warden, Deputy Warden, Hall Tutor and Facility Management Office in case of necessary.

**K. 聯絡宿舍管理部 Contact Hall Management Unit**

<b>位置 Location:</b>	研究院大樓高座 RHB 208 室 RHB 208, High Block, Research Complex	
<b>辦公時間 Office Hours:</b>	星期一至五 Monday to Friday	09:30 - 13:00, 14:00 - 18:30
	星期六、日及公眾假期 Saturday, Sunday, and Public Holiday	休息 Closed
<b>電郵 Email:</b>	hmu@hksyu.edu	
<b>電話 Telephone Number:</b>	+852 2804-8562	