

UG Hall Admission for 2019/20

Acknowledgement and Undertaking

1. General Information

- 1.1 Web applications will be accepted via AIMS on the designated period as announced by SRO.
- 1.2 Application will be administered on a yearly basis. Full residential year hall places are to be offered to successful applicants.
- 1.3 Late application / incomplete application will not be accepted.
- 1.4 Failure to provide additional information as requested by SRO will NOT be processed.

2. Eligibility

- 2.1 Full-time Non-local Students in government funded Bachelor's Degree Programs (note "priority" of hall residence will only be given to their first two years of study)
- 2.2 Full-time Local Students in government funded Bachelor's Degree Programmes
- 2.3 Students admitted through the "Student Athletes Admission Scheme (SAAS)" and recommended for Residence Scholarship Scheme (RSS) for Student Athletes

3. Guidelines and Important Notes for Application

- 3.1 Before completing the application form, please read the following notes carefully:
 - All information provided in the application must be true and accurate. Student Residence Office will conduct vetting on the applications year round. Applicants will be required to provide documentary proofs to verify the information submitted on the web at any time. Submission of inaccurate/incomplete information or failure to respond to vetting will have the same consequences mentioned in Point 4.
 - Information submitted should **reflect your current situation** during the application period.
 - Please complete the application form in ENGLISH and refer to the relevant lists/tables where appropriate.
- 3.2 Points to Note After Submission of Application
 - You will receive an email of acknowledgement after submission of your application. You can check your application data through AIMS on the next working day. If you do not receive any acknowledgement via email AND cannot find your application data on AIMS, please contact SRO immediately.
 - The Student Residence Office will make selection on the basis of the information stated in the application form. If there is any subsequent change of information, you can make the amendments on your application (by yourself) on AIMS before the application deadline.
 - Students have the full responsibility to check the change of information on AIMS after amending the data.
- 3.3 Notification of Application Results
 - All announcement, notification or correspondence will be made via your student e-mail account. Application results will be announced through AIMS. You can check the results according to the specific dates (see the "Key Dates for Application of 2019/20).
 - In case of any incomplete data or discrepancies found in the information provided, applicants will be requested to provide supplementary information or documentary proofs at any time, in which the processing time of the case will be longer. Should the applicants fail to respond, their applications will be put on a "Pending" status and will not be processed.
 - Please note that SRO may contact you direct by phone or by email after the last announcement date if there are still vacancies in the halls. Failure to respond to the emails from SRO leads to your hall offer to be forfeited and replaced by other applicants on the waiting list.

3.4 Submission of Appeal against Application Results

- Applicants are required to make an appeal in writing (with supporting documents if any) to the Appeal Panel via AIMS to the Student Residence Office by a specific deadline.

- Only appeal with new information or additional evidence supported by documentary proof will be considered. More details and examples can be found on SRO website -

http://www.cityu.edu.hk/sro/htm/e_apply1_ba4.htm

- The decisions of the Appeal Panel will be final.

4. Vetting

- SRO will conduct vetting on hall application details submitted by students/residents year round.

- Submission of inaccurate/incomplete information or failure to respond to vetting will lead to **IMMEDIATE disqualification** and removal from the hall, their future applications will also not be accepted throughout their entire study period. All fees settled will not be refunded. Serious cases will be escalated to the University Discipline Committee.

- For details of vetting, please go to the link http://www.cityu.edu.hk/sro/htm/e_apply1_ba4.htm

5. Hall Lodging Fee and Confirmation Fee

Hall lodging fees of residential year 2019/20 are payable in two instalments to cover the whole residential period. In general, the due date of the 1st instalment is in mid Oct and the 2nd instalment is in mid Jan.

Rate for Double Room (per person)	Rate for Single Room (per person)	Rate for 3-person Room (in 1-bedroom Unit) (per person)
\$12,800 / year	\$25,600 / year	\$17,200 / year

Upon the announcement of hall application results, students have to pay a Confirmation Fee at a time to be specified in the offer letter (via your student e-mail account) to indicate the acceptance of the offer. Failure to pay the Confirmation Fee within the specified time period will imply forfeiture of the offer.

Residents who wish to withdraw from Student Residence in Semester B should submit application for withdrawal by a said deadline; otherwise, late application will lead to a payment of full hall lodging fee of 2nd instalment. Please visit [Withdrawal for Student Residence](#) for more details.

6. General Principles for Room Assignment

Applicants' preferences of hall, room type and roommate will be considered as far as possible. However, there is no guarantee that you will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignments will be subject to room availability and hall admission policies. Student Residence Office and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students as appropriate.

7. Regulations Governing Student Residence and Hall Policies

Students should comply with the ["Regulations Governing Student Residence"](#) and hall rules promulgated by respective Residence Master, and in particular abide by ["Fees & Charges of Undergraduate Hall" policies](#) for Undergraduate Students.

8. Personal Information Collection Statement

- The personal data collected in this application form will be used by Student Residence Office to process Hall Admission. All personal data on the application form are regarded as mandatory for the aforementioned purposes.
- You have the right to request access to and correction of the information under the Personal Data (Privacy) Ordinance.