

LEE WOO SING COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG  
Hostel and College Facilities Management Committee

## **Procedures for Hostel Application, Moving-in/out and Withdrawal**

### 1. Application

- 1.1 All Lee Woo Sing College students may apply for hostel residency and agree to be abided by the Regulations upon their submission of application.
- 1.2 The applications will be considered based on a Hostel Allocation Scheme and timetable adopted by the Committee.
- 1.3 Successful applicants may submit their roommate preference before room allocation. The Committee has the final decision on the assignment of rooms and roommates.

### 2. Moving-in

- 2.1 Successful applicants are required to complete the check-in procedures at the time and place specified in the Notification for Hostel Check-in.
- 2.2 Allocated hostel places are not transferable and not exchangeable. Applications for swapping of rooms should submit the form "Application for Swapping of Rooms" with the consent and signatures of all members involved for Wardens' approval.
- 2.3 Students are required to pay the hostel deposit and hostel fees before the payment deadlines as set by the College. Otherwise, their right of residency will be discontinued. Those fees and deadlines are shown on the Student Fees Debit Note issued by the Bursary.

### 3. Moving-out

- 3.1 Residents are required to move out of the hostel at the end of the term on or before a designated move-out date announced by the College as according to the University Calendar.
- 3.2 When moving out, Residents should clean their rooms, defrost the fridge and clear out all belongings, and return all hostel properties to the College Office. Otherwise, fees will be deducted from the hostel deposit for cleaning and maintenance.
- 3.3 Residents are required to settle all expenses (including but not limited to the smart meter usage, room equipment damage and unlock fines). Otherwise, such fees will be deducted from the hostel deposit.

### 4. Earlier Withdrawal

- 4.1 Residents who wish to withdraw from hostel residency during term time are required to submit their applications to the Wardens in written form one month in advance of the planned last date of stay.

- 4.2 If withdrawal is approved, the applicant must pay a sum equivalent to one month's hostel fee for withdrawal. The remaining hostel fees will be refunded on a pro rata basis.
- 4.3 Residents who terminate or suspend their studies any time during an academic year should vacate their room forthwith. Hostel fees will be refunded on a pro rata basis.
- 4.4 In the case that a resident is expelled from the hostel because of violating the regulations, no hostel fee will be refunded.

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