

THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE

From : College Secretary
Shaw College

Date : 24 March 2021

To : Members of Shaw College

Your ref : _____

Staff Quarter at Ya Qun Lodge, Shaw College

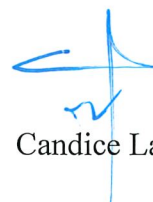
Four staff quarters (two single/married flats and two family flats) at Ya Qun Lodge will be available to members of Shaw College. Application is now invited on the following terms:

- a. Applicant should be a full-time employee of the Chinese University of Hong Kong and a member of Shaw College.
- b. Applicant and his/her spouse should be receiving no housing allowance or housing benefit from the employers.
- c. Applicant should have been and/or will be making substantial contribution to college life for the benefit of students and Shaw College.
- d. Applicant who is single/married without children would be eligible for applying for a single/married flat which has a living room, a bedroom, a kitchen and a toilet.
- e. Applicant who is married with children would be eligible for applying for a family flat which has a living room, a bedroom, an additional bedroom/ study room connected, a kitchen and a toilet.
- f. For the charge rates, please refer to the appendix attached.
- g. Applications would be considered by a panel consisting of a Senior College Tutor nominated by the College Head, College Secretary and an officer. Due consideration would be given to the past and future contribution of the applicant.
- h. The staff quarters would be offered a two-year lease which is renewable, subject to the approval of the College.

Application form and further details can be downloaded from the College website. Completed application should be returned to the College Secretary, Shaw College, LG1 Wen Lan Tang **by 7 April 2021 (Wed)**. Late applications would not be considered.

For enquiries, please contact Ms Sharon Wong at 3943 7368 or sharonwong@cuhk.edu.hk or Ms Sarah Ho at 3943 7360 or sarahhytho@cuhk.edu.hk.

Thank you.



Candice Lam

香港中文大學逸夫書院
Shaw College, The Chinese University of Hong Kong
教職員宿舍申請表 (機密)
Staff Quarters Application Form (Confidential)

注意事項 Important Notes

- (1) 申請人必須為隸屬逸夫書院之香港中文大學全職僱員。填寫本申請表前，請先參閱第 5 頁之 **申請須知**。
Applicants must be full-time CUHK staff affiliated to Shaw College. Please read the **Notes to Application** on page 5 before completing this form.
- (2) 申請人提供的個人資料僅供此項申請使用，申請程序完成後資料將會被銷毀。倘申請人成功獲得編配住宿單位，逸夫書院將會繼續保留其個人資料至不再需要為止。
Personal information provided will be used solely for this application. It will be destroyed when the application is completed. Information of successful applications would be kept for as long as necessary.
- (3) 在此表格申報的個人資料屬自願性質。如申請人未能提供足夠資料，其申請將不獲處理。
The provision of personal data on this form is voluntary. If the required information is not provided, the application would not be processed.

*請刪去不適用者 *please delete the inappropriate*

(1) 申請人姓名

Name of Applicant: _____
(中文) (English)

(2) 性別 *男 / *女

Sex : *Male / *Female

(3) 職員編號

Staff No.: _____

(4) 所屬部門

Department/Unit: _____

(5) 職位

Position _____

(6) 擬申請

*單身/已婚單位 / *家庭單位

Quarters applied for : *single/married flat / *family flat

(7) 婚姻狀況 : *單身 / *已婚

Marital Status : *Single / *Married

(8) 同住家庭成員 (若獲編配單位，所有下列人士必須與申請人經常於宿舍共住。)

Family members (If the application is approved, the persons listed below must reside regularly with the applicant in the flat allocated.)

姓名 Name	與申請人關係 Relationship with Applicant	年齡 Age	性別 Sex
	配偶 Spouse		

(9) 加入逸夫書院年份 Year of Joining Shaw College : _____

(10) 申請人在香港中文大學 / 逸夫書院就業記錄
Applicant's Employment History in CUHK / Shaw College :

部門 Department	職位 Post	任期 Period

(11) 申請人參與逸夫書院活動 / 服務記錄
Record of Applicant's participation in College activities / services :

書院活動 / 服務 College activities / services	任期 Period

(12) 申請人對逸夫書院的貢獻 Contribution of Applicant in Shaw College :

(a) 過去 in previous years

(b) 未來 in the future

(13) 申請人於 2021 年 5 月 1 日的月薪金
Monthly's salary of Applicant as at 1 May 2021 :
HK\$ _____

(14) 配偶是否在職 Is spouse working? *是 Yes / *否 No

(15) 配偶的服務機構及職位 Employer of Spouse and Post:

(16) 配偶是否享有僱主提供之房屋津貼 / 福利?

Does the spouse receive housing allowance / benefits from his / her employer?

*是 Yes / *否 No

(17) 申請人如有任何入住宿舍之特別理由，請詳細說明，例如：職務需要。(如有需要請另頁書寫)

Please state below any other special justifications for your application, e.g. operational needs.

(Please use additional sheets as necessary)

本人謹此聲明，本人已閱悉申請須知，並此申請表所填寫的內容全屬真確無訛。
本人承諾，若申請獲得接納，將致力為書院作出貢獻。

聲明

Declaration:

I declare that I have read the Notes to Application and that the information provided in this application is true and correct. I undertake that, should this application be accepted, I shall do my best to make contribution to Shaw College.

申請人簽署

Signature of Applicant

日期

Date

電話(辦公室/ 手提)

Tel. No. (Office/ Mobile)

電郵地址

Email Address

部門主管推薦 Endorsement by the Department / Unit Head :

本人基於下述考慮推薦此項申請。 I recommend this application with the following considerations.

姓名 Name _____ 簽署 Signature _____

部門 Department/ Unit _____ 日期 Date _____

逸夫書院專用 Shaw College use only

申請批准* / 不批准*
Application approved* / rejected*

姓名 Name _____ 簽署 Signature _____

日期 Date _____

編配單位
Flat allocated _____ 租用期
Lease Period _____ / _____

備註 Remarks

**香港中文大學逸夫書院
教職員宿舍申請須知**

1. 申請人須證明本人不具申領香港中文大學大學房屋津貼之資格。申請人同時須證明其配偶並不享有任何房屋資助。
2. 申請人若以職務理由申請入住宿舍，則此申請書必須獲有關部門主管推薦及加簽。
3. 申請人如是單身 / 已婚(沒有孩子)，將有資格申請單身 / 已婚單位。單位內有一個客廳、一個睡房、一個廚房和一個洗手間。
4. 申請人如是已婚及有孩子，將有資格申請家庭單位。單位內有一個客廳、一個睡房、一個連接睡房/書房、一個廚房和一個洗手間。
5. 倘申請人成功獲得編配入住宿舍，申請人得簽署兩年租約。期滿後可申請續約兩年，批准與否，由逸夫書院按有關章則決定。
6. 申請人必須租住有關單位最少一年。如需早於兩年內遷出，須向書院提前兩個月書面通知，否則須付代通知金。
7. 申請人如離開逸夫書院，必須在一個月內遷出教職員宿舍。
8. **租金及費用**
申請人須每月預繳租金，租金金額以下列數額或申請人的 7.5%月薪，以較高者為準。申請人並須繳付宿舍的基本設施 (水、電、石油氣)收費。

單身/已婚單位	面積 (平方尺)	基本費用 (港幣)**	基本設施收費 (HK\$)
LG2*	530	5,090**	按單繳費
G02*	530	5,090**	按單繳費

家庭單位	面積 (平方尺)	基本費用 (港幣)**	基本設施收費 (HK\$)
LG3* 連額外睡房/書房	777	7,420**	按單繳費
G03* 連額外睡房/書房	777	7,420**	按單繳費

* 包括客廳、睡房、洗手間及廚房

** 基本費用或會有所調整，有待書院批核。修訂後的基本費用適時公佈。

**Shaw College, The Chinese University of Hong Kong
Notes to Application for Staff Quarters**

1. Applicant should prove that he/she is not entitled to CUHK housing benefit and that his/her spouse is not receiving housing benefit of any kind.
2. For application on ground of operational need, applicant must seek the support and endorsement of his/ her unit head for the application.
3. Applicant who is single/married without children would be eligible for applying for a single/married flat which has a living room, a bedroom, a kitchen and a toilet.
4. Applicant who is married with children would be eligible for applying for a family flat which has a living room, a bedroom, an additional bedroom/ study room connected, a kitchen and a toilet
5. Successful applicants shall be offered an initial lease of two years, after which they may apply for renewal for a further term of two years. Applications would be considered by Shaw College as according to the rules and terms.
6. If applicant wishes to terminate the lease in advance, after a minimum of one year's occupancy, he / she is required to give two month's written notice to the College, or payment in lieu of notice.
7. Applicant should clear and return the staff quarters to Shaw College within one month when he / she ceases to be a member of Shaw College.
8. **Rent and Charges**
Applicants should pre-pay the monthly rent as listed below or 7.5% of the applicant's monthly salary, whichever the higher. Applicants should also pay for the utilities (water, electricity and gas) thereof.

Single / married flat	Area (sq. feet)	Basic fees (HK\$)**	Utilities (HK\$)
LG2*	530	5,090**	Pay according to bills
G02*	530	5,090**	Pay according to bills

Family flat	Area (sq. feet)	Basic fees (HK\$)**	Utilities (HK\$)
LG3* with an additional bedroom/ study room	777	7,420**	Pay according to bills
G03* with an additional bedroom/ study room	777	7,420**	Pay according to bills

* with a living room, a bedroom, a toilet and a kitchen

**The basic fee is under review and subject to the approval of the College. Adjustment of fee would be announced in due course.