# NEW ASIA COLLEGE

## IMPORTANT NOTES FOR APPLICATION OF HOSTEL RESIDENCE

Students should read through the following guidelines and related documents before submission of online applications to the College. *Incomplete applications will not be accepted. Late applications will be handled behind the waiting list.*

**1.  2023/2024 Residential Year**

| | |
|---|---|
| Whole Year Residence | 03 September 2023 (Sun) – 18 May 2024 (Sat) |
| 1st Semester Residence | 03 September 2023 (Sun) – 29 December 2023 (Fri) |
| 2nd Semester Residence | 02 January 2024 (Tue) – 18 May 2024 (Sat) |

**2.  Application Periods**

| Eligible Type of Students | Application Periods | Date(s) of Result |
|---|---|---|
| N-1 for Non-local Final-Year Students | 18 – 31 October 2022 | 30 November 2022 |
| Local and Non-local Current Students | 03 – 16 April 2023 | 02 June 2023 |
| Appeal Period for Current Students | 02 – 15 June 2023 | Upon completion of review |
| Local Freshmen Students# | 25 – 28 August 2023 | 31 August 2023 |

*# Please keep a copy of online submission for record.*

**3.  Application Procedures**

3.1 All eligible students have to submit their online application form and/or upload supporting documents, during the application period. *(Please refer to Annexes I - IV for details)*.

3.2 Applicants fail to submit all required supporting documents within the designated application period(s) may lead to deduction of hall point score or delay of the application processing.

3.3 Multiply submissions of the online application are accepted within the designated application period(s). However, only the final submission record will be processed. Late information submission or amendment may not be accepted.

3.4 Applicants should keep the acknowledgement of online application as submission proof.

3.5 All information provided on the application must be accurate. Any provision of false information may lead to disqualification of the application.

**4.  Announcement of Result, Resident Registration and Appeal Procedures**

4.1 Application result will be notified by sending email to students' CUHK email account and posting on the College's website on specified schedules.

4.2 Successful applicants should submit their completed Resident Registration Form provided in the offer email for confirmation of their offer acceptance. Failure to upload the form will be deemed as declining the hostel offer.

4.3 Unsuccessful applicants may submit written appeal in terms of procedural irregularities within 14 days after result released. The results of review will be notified by sending email to students' CUHK email account upon completion of review.

4.4 Students with special need(s) for hostel residence, including health/family issue or other reason(s) which cannot be reflected from hall point score, can apply for special consideration to Dean of Students' Office.

5. **Check-in Arrangement**

5.1 The check-in schedules for the 1st and 2nd Semester Residence periods are set out below. Students should check-in within the check-in schedules or according to the check-in date(s) provided on their offer email. Otherwise, their hostel places will be forfeited.

| Residence Periods | Check-in Schedules |
|---|---|
| 1st Semester Residence | 03 September 2023 (Sun) – 06 September 2023 (Wed) |
| 2nd Semester Residence | 02 January 2024 (Tue) – 04 January 2024 (Thu) |

5.2 For late check-in request, a written email should be sent with reason(s) to nahostel@cuhk.edu.hk for consideration and arrangement before respective check-in schedules.

6. **Check-out Arrangement**

6.1 Students should check-out from hostel by the respective check-out deadlines. Additional penalty will be charged for late check-out.

| Residence Periods | Check-out Deadlines |
|---|---|
| 1st Semester Residence | Before 5:00pm on 29 December 2023 (Fri) |
| 2nd Semester Residence | Before 5:00pm on 18 May 2024 (Sat) |

6.2 Students should vacate from the room and remove all personal property therein. Any personal property found after the termination of residency will be disposed or confiscated. The College will not be liable for any loss of or damage to such property.

6.3 Students have to compensate for any loss or damage of the hostel property, including keys or facilities inside their rooms, etc.

7. **Hostel related Fees***

| 2023/2024 Residence Year | Whole Year Residence | | 1st Semester Residence | | 2nd Semester Residence | |
|---|---|---|---|---|---|---|
| **Room Types** | Double/ Triple Room | Converted Triple Room | Double/ Triple Room | Converted Triple Room | Double/ Triple Room | Converted Triple Room |
| **Hostel Fees (HK$)** | 15,983 | 10,660 | 7,992 | 5,330 | 7,992 | 5,330 |
| **Hostel Deposit (HK$)** | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| **Hall Association Fee (HK$)** | 40 | | 40 | | 40 | |

*Hostel fees will be subjected to revision from time to time due to inflation adjustment and other related factors.*

7.1 Students will be notified of hostel fee payment advice of each instalment through CUSIS. Every late payment will be penalized by the University.

7.2 Students have to settle the hostel fees in full and all payments made are non-refundable despite any reasons except for those situations specially approved.

7.3 Hostel deposit will be refunded in two months after the designated check-out deadlines if there is no outstanding compensation or penalty. Students have to provide detailed and accurate information of his/her bank account in a local bank.
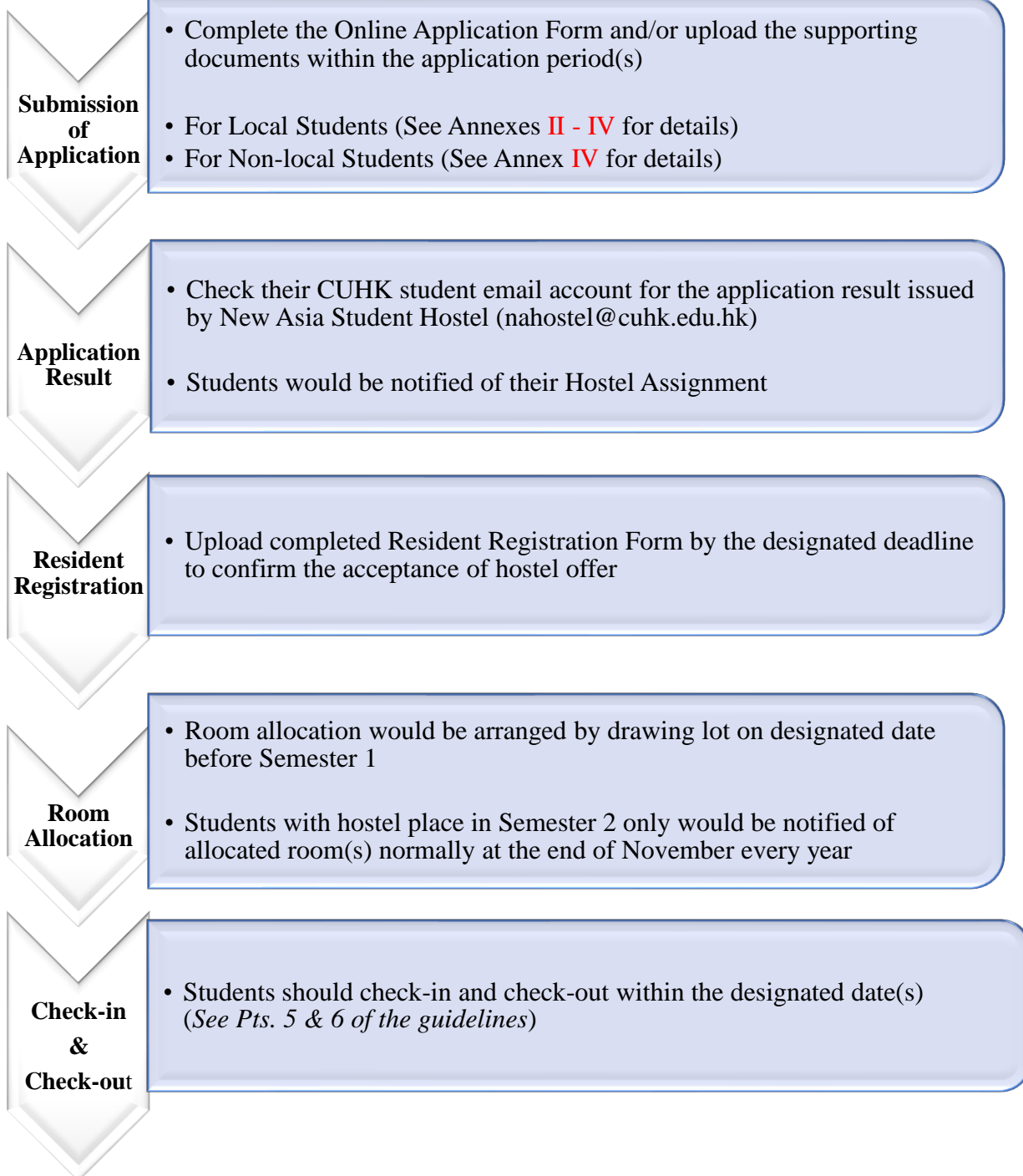
8. **Use of Personal Information**

The personal data collected from the application and relevant parties will solely be used for processing hostel residence in student hostels and related statistics as deemed necessary.

**All Annexes are only available in English**

## Application Procedures for NA Hostel Residence

**Submission of Application**

- Complete the Online Application Form and/or upload the supporting documents within the application period(s)

- For Local Students (See Annexes II - IV for details)
- For Non-local Students (See Annex IV for details)

**Application Result**

- Check their CUHK student email account for the application result issued by New Asia Student Hostel (nahostel@cuhk.edu.hk)

- Students would be notified of their Hostel Assignment

**Resident Registration**

- Upload completed Resident Registration Form by the designated deadline to confirm the acceptance of hostel offer

**Room Allocation**

- Room allocation would be arranged by drawing lot on designated date before Semester 1

- Students with hostel place in Semester 2 only would be notified of allocated room(s) normally at the end of November every year

**Check-in & Check-out**

- Students should check-in and check-out within the designated date(s) (*See Pts. 5 & 6 of the guidelines*)

Enquiry email: nahostel@cuhk.edu.hk
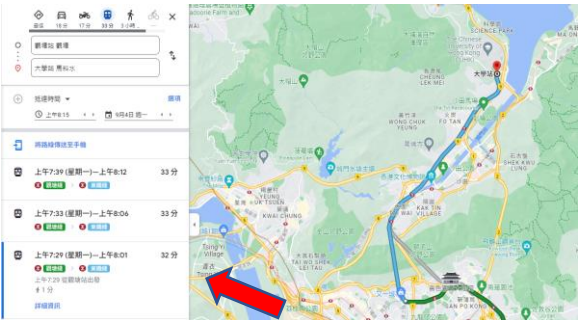
Hotlines: 3943 1584/ 3943 3740

*Student Hostel*
*New Asia College*

**All Annexes are only available in English**

| User Guide for Using Google Map (Local Students Only) |
|---|

| | |
|---|---|
| 1. Visit the Google map of Hong Kong<br> | • Logout from your Google account<br><br>• Visit the website of Google map of Hong Kong:<br>https://www.google.com.hk/maps/<br><br>• Click the icon of Route |
| 2. Enter your starting point and destination<br> | • Select the icon of public transport<br><br>• Enter your starting point as <u>Home address</u> and destination as "University Station, Ma Liu Shui"<br><br>• Select the arrival date and time |
| 3. Enter your arrival date and time<br> | • Enter the designated arrival date as 4 Sep 2023 (Mon) for the application.<br><br>• Enter the designated arrival time at 8:15am for the application. |
| 4. Selection of route and travelling time<br> | • Select the "Best Route" as your option<br><br>• Available routes and travelling times are shown on the left panel<br><br>• The shortest route will be considered for application<br><br>• Capture the screen for upload |

**All Annexes are only available in English**

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**Important Notes for Submission of Supporting Documents**

**(Local Students Only)**

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❖ **Proof of Residential Address**

| Types of Housing | Required Supporting Documents |
|---|---|
| Public Housing | ✓ Copy of the Tenancy Agreement with parents' names issued by Hong Kong Housing Authority/ Hong Kong Housing Society which should include:<br>  ➢ Page of Address<br>  ➢ Name list of Tenant and Family Member(s) |
| Private Housing | Owned Property:<br>✓ Copy of the latest Rating and Value Demand for Rates and Government Rent with parents' name(s)<br>Rental Property:<br>✓ Copy of the latest Rental Agreement with parents' name(s) |
| Special Housing:<br><br>Multi-tenanted or Subdivided Units/ Squatters/ Interim Housing, etc | Cannot provide the Rating and Value Demand for Rates and Government Rent and/or Rental Agreement:<br><br>✓ Copy of the latest utilities bill with parents' name(s); and<br>✓ a written self-declaration signed by both the student applicant and tenant** |

**Sample of self-declaration (#*delete where inappropriate*)

| |
|---|
| I, xxx, am a current student of New Asia College, SID: XXXXXXXX, my address of regular staying is xxxxxxxxxxxxx. I declare that:<br>*# the usable area of xxxx sq. feet/ sq. meters; and*<br>*# xx resident(s) of regular stay* provided in my application are accurate and true information. Any provision of false information may lead to disqualification of my application and/or disciplinary action.<br><br>                                                                     Applicant's signature<br><br>I, xxx, confirm that I am xxx of applicant and the principal tenant of the above address. I declare that all information provided by the applicant is accurate and true information. I also understand any provision of false information may lead to harmful effect on student's development.<br><br>                                                                     Principal tenant's signature |

**All Annexes are only available in English**

❖ **Usable Area Testimonial**

**For Owned Property**

Method 1: Search via the website of Rating and Valuation Department (RVD)

1. Go to the website of Property Information Online from RVD:
   https://www.rvdpi.gov.hk/epayment/public/pihHome.do?req_locale=en_US

2. Enter below 2 items printed on the latest quarterly "Demand for Rates and Government Rent"
   - i. Assessment Number
   - ii. PIO Enquiry Code



3. Press "Submit" button, then will have the usable area of unit



4. Capture the screen for upload

**All Annexes are only available in English**

❖ **Usable Area Testimonial**

<u>**For Rental Private Property**</u>

Method 1: Search via the website of Hong Kong Real Estate Agents (e.g., CENTALINE PROPERTY and MIDLAND REALTY)

1. Go to the website of Hong Kong Real Estate Agent
2. Enter the name of property, e.g., Amoy Gardens, in the search box
3. Find out the Estate Information and Select the property details such as Phase number, Block number, Floor number and Flat number in the part of Transaction History



4. Capture the screen for upload

Method 2: Search via the website of Hong Kong Banks like HSBC and HANG SENG BANK

1. Go to the bank's website
2. Go to the page of Property Valuation
3. Enter the Zone, District, Name of Estate, Block/Building, Floor
4. Press "Get property valuation" button



5. Capture the screen for upload

**All Annexes are only available in English**

❖ **Usable Area Testimonial**

**For Public Housing**

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Method 1:    Request and collect the certificate letter of unit usable area issued by respective Estate Offices

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Method 2:    Search via the website of Housing Authority's Public Rental Housing Stock API Builder

1. Go to the webpage of Housing Authority:
   https://data.housingauthority.gov.hk/psi/emms_ha_prhs.htm?dataset=ha_prhs&lang=en
2. Enter the Name of Estate and Name of Building/ Block, *e.g. Wo Che Estate and Hau Wo House*
3. Press "Get Result" button
4. Find out the Flat Number and Internal Floor Area



5. Capture the screen for upload

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**For Others Housing**

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Method 1:    For special circumstances, the area proof cannot be provided with acceptable reason(s). Students should provide a self-declaration with explanation as a proof, e.g. Older village houses/ squatters.

*Please refer to the sample of self-declaration in Annex I.*

**All Annexes are only available in English**

> **Important Notes for Submission of Supporting Documents**
>
> **(Both Local and Non-local Students)**

❖ **Proof of Extra-Curricular Activities**

| | |
|---|---|
| (A) General activities<br><br>➢ Student Societies/ Organisations<br>➢ College Sports Teams<br>➢ Hall Associations<br><br><br><br><br>➢ Student/Departmental Societies<br>➢ University Sports Teams | <u>Positions/ Scheme registered under New Asia College</u><br><br>✓ Official lists of Committee Members should be provided by NA Student Union, MUA, ISA, NA Physical Education Unit and NA Hall Associations<br><br><u>Positions/ Scheme registered under CUHK</u><br><br>✓ **Students should obtain respective official list of Committee Members from Office of Student Affairs/ departments, then upload the list for application** |
| (B) Events of New Asia College<br><br>➢ College Anniversary Celebration<br>➢ NA Night<br>➢ NA Singing Contest<br>➢ Orientation Camp<br>➢ Sub-Committee Members of Student Union<br><br>➢ Athletic Meet<br>➢ Happy Run<br>➢ Head's Trophies<br>➢ Swimming Gala<br><br>➢ Members of New Asia College Committee<br>➢ Graduating Class Executive Committee<br><br>➢ Walk for Green (at least 80 scores) | <br><br>✓ NA Student Union provides the official lists of Members<br><br><br><br><br><br>✓ Physical Education Unit provides the official lists of Committees/ Participants<br><br><br><br>✓ The College Office provides the official lists of Committees/ Members<br><br><br>✓ **Students should provide the official proof of participation and attained scores** |
| (C) Residence with Non-local Freshmen in last year | ✓ The College Office provides the records |

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