General Information

1. A total of 632 hostel places (double, triple and quadruple rooms are available) in the College campus will be offered to students of Lee Woo Sing College in 2016/17 residential year. Applicants may indicate their will to join the three-persons-two-beds scheme (for double rooms only) as well while lodging their applications. Please refer to Appendix 1 for details. Approximately 20% of the available hostel places will be offered for freshmen who admitted in 2016/17 cohort.

2. The term residence starts from 5 September 2016 and ends on 13 May 2017 (end date of Term 2, 2016/17 as stated in the provisional University almanac, subject to change by the University) for all students.

3. Allocation scheme and special quotas are the main selection criteria for hostel allocation. Please refer to Appendix 2 for details.

4. All Lee Woo Sing College students are eligible to apply for hostel accommodation. All applicants applying for hostel residency shall agree to be abided by the Student Hostel Regulations upon their submission of application.

Fees

5. The hostel fees per head for 2016/17 residential year are: double rooms (544 places) – $11,186 per residential year, triple rooms (72 places) - $8,128 per residential year, quadruple rooms (16 places) - $6,786 per residential year, and three-persons-two-beds scheme - $8,128 per residential year.

6. The said fees are to be paid in two installments which will due by the end of September 2016 and the end of January 2017. Failure to pay the required fees will lead to disqualification of hostel residency.

7. Each successful applicant is required to pay HKD1,000 as hostel deposit (refundable).
Application Procedures

8. Only online application is accepted. The application period is from 21 August 2016 (00:01am) to 25 August 2016 (11:59pm). Late or incomplete application will not be handled. Please complete the application form here: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=1928492.

9. Applicants are required to scan and upload clear copies of the following documents when lodging their applications:

   I. Recent proof of applicant's residential address with applicant’s full name printed on it (any one of the following): notification letter or letters issued within 3 months by the Government / University/ banks, or utilities bills, including electricity/ telephony bills (applicant’s name must be printed on the proof, but not be affixed with address labels);

   II. Proof of living area (any one of the following): letter of proof by Estate Offices of Housing Department, proof from Land Office, floor plan on agreements for sale and purchase of building units or sales brochure;

   If applicants could not provide the above proofs I and/or II, they can make a declaration at the Home Affairs Department and submit the document(s) to the College.

10. Scores of related parts will not be counted if applicants fail to upload the required proofs.

11. List of shortlisted candidates and waiting list will be announced on the College website on 27 August 2016. Randomly selected applicants will receive a notification and required to submit all supporting documents (original copy) in person to the College office by 12:00noon, 2 September 2016 for verification. Failure to present the original copies may lead to forfeiting hostel place allocation.

Application/ Allocation Results and Appeal

12. Final application results will be announced on the College website on 27 August 2016. Successful applicants have to submit an online “Roommate Preference Form” (available on the same day until 31 August 2016 by noon) if they wish to indicate their roommate preference. Students shall only submit the Form indicating their roommate preference with students of the same room type, i.e., students allocated with a double room cannot indicate their roommate preference with students allocated with a triple room.

13. Unsuccessful applicants may lodge appeals in writing to the Hostel and College Facilities Management Committee. Application period for appeal from the date of result release until 2 September 2016. Results of appeals will be announced via email once processed.

14. Room allocation results will be announced on the College website on 2 September 2016.

Move-in Dates

15. Successful applicants must complete a check-in form and move-in the hostel at the time specified (scheduled on 3 September or 4 September 2016) on the confirmation email to be sent to them upon release of application results.
**Withdrawal**

16. Successful applicants who would like to withdraw from hostel residency before move-in shall write to the College Office before the move-in date; Students who would like to withdraw from hostel residence 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. Please refer to the “Notice of Hostel Application and Withdrawal” for details.

17. The hostel places vacated by students who withdrew from their hostel places will be assigned by the Hostel and College Facilities Management Committee to other applicants on the waiting list during term time.

**Swapping of Rooms**

18. Allocated hostel places are not transferable. Students applying for swapping of room will be only considered if valid reasons are provided, and if all the members involved in the rooms agree and sign on the form “Application for Swapping of Room”. Students should submit the form to the Wardens’ Office after term commencement. They could only swap their rooms after receiving the written confirmation from the Office.

19. Lee Woo Sing College Hostel and College Facilities Management Committee reserves the final right of allotting the hostel places.

(for Secretary)
Hostel and College Facilities Management Committee
8 August 2016
Appendix 1

**Room Types and Three-persons-two-beds Scheme**

Room types:

- **Double** (two persons in one room) – two single beds, two desks, two wardrobes, and shared facilities (such as ceiling fan, mini-fridge, air conditioning and two LAN data ports) in a 15m² bedroom.
- **Triple** (three persons in one room) – one bunk bed (two bedplaces), two desks, two wardrobes, one composite bed (one bedplace with desk and drawers below), and shared facilities in a 15m² bedroom.
- **Quadruple** (four persons in one room) – two bunk beds (four bedplaces), one long working table, one large storage cabinet, and shared facilities in a 15m² bedroom.

Three-persons-two-beds-scheme:

Three students will be living in a *double room setting* without extra furniture. Students have to arrange by themselves for using furniture and equipment.
Appendix 2

Hostel Selection Criteria 2016/17

I. Special Quotas

The College has reserved 20 quotas for students who have medical problems, family problems or other reasons deemed valid by the Committee. Students shall lodge their online application (choosing special schemes), state their reasons and upload the document proof by the application deadline.

II. Hostel Scoring Scheme

\[
\text{Total Score: capped at 80}
\]

\[
\text{a. Traveling time from home to MTR University station by public transportation (60%)}
\]

Calculation formula:
Score = shortest travelling time from home to MTR University Station by public transportation (capped at 100 min) as shown on Google Maps x 0.6

Applicants need not to calculate the travel time on Google Map themselves. The College Office will verify the time required manually.

\[
\text{b. Round-trip transportation cost (10%)}
\]

Calculation formula:
The score will be calculated in a linear scale. Score = Cost of round trip transportation (capped at $40) x 0.25

(If you take MTR to the University, please calculate your cost with concession fares)

\[
\text{c. Average actual activity area (10%)}
\]

Calculation formula:
The score will be calculated in a linear scale.
Score = (150 – Actual living area (saleable area in sq. ft.) per capita[^]) x 0.1

[^] The maximum and minimum actual activity areas are 150 sq. ft. and 50 sq. ft. respectively