



Adjustment of Standard Charges on Campus and Hostel Related Items  
(Effective from 18<sup>th</sup> March 2024)

I. Loss or Damaged Items

<i>Item(s)</i>	<i>Charge in HKD</i>	<i>Quantity</i>
Replacement of Access Cards due to Loss/ Theft (With Presentation of Police Report)	100	Per Card
Replacement of Access Cards (Damaged Card/ Without Presentation of Police Report)	150 (1 <sup>st</sup> ) 250 (2 <sup>nd</sup> ) 300 (3 <sup>rd</sup> +)	Per Card
Replacement of Access Cards (Change of Personal Particular/ Study Period/ Natural Deterioration of Card)	0	Per Card
Physical Key on Loan (Mailbox/ Locker @ YIA)	50	Per Key
Bedroom Refrigerator	1,800	Per Unit
Bedroom Wifi Router	600	Per Unit
Bedroom Chair	300	Per Chair
Bedroom Under-bed Drawer/ Pedestal	1,000	Per Unit
Bedroom Air-Conditioner Remote Control on Loan	300	Per Control
Other Loss/ Damage of Items	On Actual Quotation	

II. Penalties for Items upon Check-out

<i>Item(s)</i>	<i>Charge in HKD</i>	<i>Quantity</i>
Incompletion of Check-out Procedures (Room Checking)	300	Each Time
Unauthorized Late Check-out	500 + 200 per day	
Misplaced Furniture	300	Per Item
Uncleaned Room	300	Per Room
Items (Hooks) Attached to Wall/ Furniture	100	Per Attachment
Dirt on Wall/ Removal of Paint	300	Per 10cm <sup>2</sup>
Tape on Windows	300	Per 10cm <sup>2</sup>
Dirt on Mattress/ Mattress Cover	300	Per Item
Dirt on Furniture	300	Per 10cm <sup>2</sup>
Other Loss/ Damage of Items	On Actual Quotation	



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III. Issuance of Documents

<i>Item(s)</i>	<i>Charge in HKD</i>	<i>Quantity</i>
Address Proof (Non-local Students only)	0 for first proof to be issued upon admission; 50 for additional proof	Per Proof
Address Verification Code (via Local Courier) for Hostel Application	50	Per Proof

IV. Convenience Fees

<i>Item(s)</i>	<i>Charge in HKD</i>	<i>Quantity</i>
Open Door by Caretaker (After Verification of Identity)	20	Each Time
Special Cleaning by Workman	500	Each Time