

STUDENT AFFAIRS OFFICE

GUIDELINES FOR APPLICATION OF STUDENT ACCOMMODATIONS 2011-12
(For both UGC & Non-UGC funded Full-time Students)

General Information

HKIED accords high importance to hall life education and regards this as an integral part of university study. According to the revised Student Accommodation Policy, all first year full-time students on a UGC-funded undergraduate programme would be offered guaranteed hall residency for 2 semesters, one of which to be taken up during the first year of study. Other full-time students on UGC-funded programmes and self-funded undergraduate programme should go through the point system for hall application.

The application for Student Accommodations 2011-12 will be divided into 3 rounds and students are advised to pay attention on the method and deadlines of application below:

Application Round	Application Date	Deadline	Eligible Applicant	Application Method
First Round	30 Apr 2011 (Saturday)	20 May 2011 (Friday) 17:00p.m.	All full-time students* (Returning students)	Submit Application Form
Second Round	1 August 2011 (Monday)	7 August 2011 (Sunday) 23:59	All full-time students (New students #)	Register via iHostel System /
	1 August 2011 (Monday)	12 August 2011 (Friday) 17:00	All full-time students	Submit Application Form
Third Round ^	1 November 2011 (Monday)	N.A.	All full-time students	Submit Application Form

* All current full-time returning students (except self-funded postgraduate students) and students who will be joining immersion or exchange programme in 2011-12 should submit their application form in the first round, otherwise their applications will only be accepted in later rounds of application.

Exclusively for first year students on full-time UGC-funded undergraduate programmes. One semester hall residency voucher will be forfeited for those eligible students who decided not to live on campus during their first year of study and/or have not submitted any application before the deadline.

^ Subject to availability, the third round of application will be open for all full-time students.

Interested students please refer to the following guidelines before submitting your applications.

1 Residential Year

1.1 Effective from 2010-11 onwards, the Institute has introduced Semester-based Residence for all students to cater for the need of immersion, exchange or block practice. Students may indicate their choice of residential period for whole year, first semester or second semester.

Students who opt for semester residence must check-out from hall at the specific check-out date, or disciplinary actions may be imposed. Request for extension of residence will not be entertained.

Whole Year Residence:	From 14:00p.m. 31 Aug 2011 (Wed) – 12:00p.m. 8 Jun 2012 (Fri)
1 st Semester Residence:	From 14:00p.m. 31 Aug 2011 (Wed) – 12:00p.m. 23 Dec 2011 (Fri)
2 nd Semester Residence:	From 14:00p.m. 30 Dec 2011 (Fri) – 12:00p.m. 8 Jun 2012 (Fri)

*** Special check-in arrangement would be made for students due to early commencement of their academic calendar. Details would be further announced.

2 Hall Lodging Charges

2.1 The hall lodging charge for 2011-12 should be settled in 2 or 3 installments. The tentative payment schedule is listed below:-

	Whole Year Residence	Semester-based Residence
Annual Lodging Charge:	\$9,500 (UGC funded students) / \$14,250 (Non-UGC funded students) \$17,100 (Single Occupancy ⁺)	\$4,750 (UGC funded students) / \$7,125 (Non-UGC funded students) \$8,550 (Single Occupancy ⁺)
Hall Life Education Fee:	\$180	\$180

First Installment:	\$1,180 (UGC funded students) / \$1,680 (Non-UGC funded students) \$1,980 (Single Occupancy ⁺)	\$1,180 (UGC funded students) / \$1,680 (Non-UGC funded students) \$1,980 (Single Occupancy ⁺)
Payment Due Date:	<ul style="list-style-type: none"> ● 3 June 2011, Friday - (For successful applicants in the 1st round of application) ● For applicants via iHostel, the 1st installment should be settled by Registration. ● Payment due dates for successful applicants in the 2nd round (Form Submission) is on 22 August 2011 (Monday) 12:00 noon; ● 3rd round of application will be announced later. 	
Installment of Semester I:	\$3,750 (UGC funded students) / \$5,625 (Non-UGC funded students) \$6,750 (Single Occupancy ⁺)	\$3,750 (UGC funded students) / \$5,625 (Non-UGC funded students) \$6,750 (Single Occupancy ⁺)
Payment Due Date:	14 October 2011, Friday	14 October 2011, Friday [^]
Installment of Semester II: Deadline to be announced later)	\$4,750 (UGC funded students) / \$7,125 (Non-UGC funded students) \$8,550 (Single Occupancy ⁺)	\$3,750 (UGC funded students) / \$5,625 (Non-UGC funded students) \$6,750 (Single Occupancy ⁺)
Payment Due Date:	13 February 2012, Monday	13 February 2012, Monday [^]

[^]student should pay the lodging charges at once if the check-in date is later than the payment due date.

⁺ Only applicable to single occupancy in 2-person rooms, but not the single rooms at Jockey Club Student Quarters. Only RPG students are eligible to apply for single occupancy (refer to point 4.4)

- 2.2 Students are required to pay the lodging charges in full and all fees paid are non-refundable despite any reasons except for those situations as mentioned in point 2.4 and 2.5.
- 2.3 Withdrawal applications will normally not be accepted. However, for students who successfully applied for withdrawal due to very special reasons, their lodging charge will be calculated at a daily rate of \$35 (for UGC funded students), \$53 (for non-UGC funded students) or \$63 (for Single Occupancy) plus a penalty charge of \$1,000. Withdrawal applications are considered on a case-by-case basis. Student residents who were approved to withdraw from hall should settle all the outstanding charges before checkout.
- 2.4 Student residents who successfully apply for exchange programme with duration lasts over half-a-semester are still required to apply for withdrawal from residence. Documentations from International Office (IO) or Mainland Development Office (MDO) are necessary for supporting their withdrawal application. Successful applicants are required to settle all incurred hall charges at time of checkout. For students who have settled their hall fee and there is no other outstanding charges, refund will be arranged if they have been admitted to exchange programme longer than half of the residential period in either of two semesters after check-in. (Withdrawal application forms and supporting documents must be submitted to hall management office at least 2 weeks before the departure date)
- 2.5 Student residents who successfully applied for hall tutor but have paid hall fee can also apply for refund.
- 2.6 Students who have financial difficulties may apply for hall bursaries. Please contact Student Affairs Office at 2948-6720 for details.

3 Application Method

<Written Submission>

- 3.1 All eligible applicants have to submit application form and supporting documents according to the date and time listed in the "General Information". Please submit the application form and required documents to:
 - Student Affairs Office Reception Counter (Block A – 1/F) in person;
 - Students who are on overseas immersion/exchange programme or block practice can submit application through email to SAO account hallapp@ied.edu.hk; with support documents attached in the email. Otherwise, the application will NOT be accepted.
- 3.2 Application forms are obtainable at:
 - Student Hall Management Offices; or
 - MyIEd.
- 3.3 Application form must attach with supporting documents. Otherwise, the application would not be considered. Incomplete application submitted through email or into the collection box will not be processed.
- 3.4 Application number will be assigned to duly completed application form with necessary supporting documents. An acknowledgement will be sent to these applicants within three working days.
- 3.5 Duplicated submission of application would lead to disqualification. If applicants wish to amend the

the data submitted, they must apply to SAO in writing before deadline and quote their assigned application number on the document.

- 3.6 Late application or submission of supporting document after the application deadline will NOT be accepted.

<Online Submission via iHostel System>

This method is for new students on a UGC-funded undergraduate programme only.

- 3.7 Login myIEd and select “iHostel” on the page of “iServices”;
3.8 Read the Undertaking and Declaration carefully;
3.9 Fill in your personal details;
3.10 Select the preference of student hall and the period of residence;
3.11 Click “Submission” when finished;
3.12 Applicant can modify / cancel the application record before deadline;
3.13 Applicant should print/save a copy of application for reference.

4 Hall Admission and Hall Assignment Criteria

- 4.1 Due to limited supply of hall places, except new students on a UGC-funded undergraduate programme, all other applicants will be assessed according to the Point System. [Please refer to the separate document about Point System].
- 4.2 All eligible applicants should indicate their preference of hall / quarters. Applicants will normally be assigned to accommodation of their first choice. If their first choice is fully subscribed, applicants will be assigned to their subsequent choices in order of their priority. However, wardens have final decisions to admit students according to individual hall culture. For more details of each hall / quarters, please browse the following sites:
Northcote Hall: <http://www.ied.edu.hk/sao/nh>
Grantham Hall: <http://www.ied.edu.hk/sao/hbra>
Robert Black Hall: <http://www.ied.edu.hk/sao/rbh>
Jockey Club Student Quarters: <http://www.ied.edu.hk/sao/jcsq>
- 4.3 For applicants who have only indicated one choice, hall place would not be assigned for them if their preferred hall is fully subscribed.
- 4.4 Except for RPG students, no single room will be arranged.

5 Announcement of Result, Appeal Procedures and Acceptance of Offer

- 5.1 Results for hall application and appeal arrangements are summarized in the table below:

	First Round	Second Round (Via iHostel)	Second Round (Form Submission)
Result Announcement	27 May 2011	9 Aug 2011 (Tue)	18 Aug 2011 (Thu)
Appeal Deadline	30 May 2011 5:00pm	Not Applicable	22 Aug 2011 (Mon), 12:00 nn

- 5.2 Admission list will be posted in the notice boards of individual hall / quarters. The Hall Management Office will also issue emails to successful applicants.
- 5.3 Unsuccessful applicants who are not satisfied with the result may submit written appeal to the Dean of Students, SAO within 3 days after notification of their application. An administrative fee of HK\$50 would be charged for each appeal. Refund would be made to the successful appellant.
- 5.4 Successful applicants in the first round are required to collect pay-in-slips from the corresponding Hall Management Offices, and settle the first installment by 3 June 2011 (Friday). The bank printed receipts **MUST** be returned to hall management office for confirmation.
- 5.5 Successful applicants in the second round (Form submission) are required to collect pay-in-slips from the corresponding Hall Management Offices, and settle the first installment by 22 August 2011 (Monday) 12:00 noon. The bank printed receipts **MUST** be returned to hall management office for confirmation.
- 5.6 All allocated hall place is non transferable. If successful applicants fail to return the bank printed receipts to hall management office, their hall place would be forfeited and assigned to students on the waiting list.
- 5.7 For students applying hall through the guaranteed semester system, they are obliged to accept the offer and reside in hall for the whole semester. All vouchers will be considered used and void once hall place have been assigned. Any subsequent changes will be subject to a separate application process and must incur use of a separate voucher.

6 Room Selection Exercises

- 6.1 Room selection will be arranged by individual hall/ quarters and students on the admission list will receive email notification from hall management offices.
- 6.2 Room selection for first round applicants will be held in the afternoon on 8 June 2011 (Wednesday).
- 6.3 Room selection for second round room applicants will be on **10 August 2011, in the afternoon (for iHostel applicants)** and **22 August 2011, in the afternoon (for form submission applicants)**.
- 6.4 Room selection for third round room applicants will be held at the time of check-in.
- 6.5 If students could not select their room in person. Proxy is allowed by holding a valid authorized letter and the copy of student card.

7 Hall Bursary

- 7.1 Hall bursaries were set up for UGC-funded students who have financial difficulties.
- 7.2 Successful applicants are still required to settle the first and installment of Semester I. Deduction would be made for the third installment or outstanding fees. Surplus, if any, will be used to settle other Institutional fees.
- 7.3 The Student Affairs Office will release further notice on hall bursary. For enquiry, please contact Student Affairs Office at 2948-6720.

8 Check-in Arrangement

- 8.1 The residential period starts on 31 August 2011 (Wednesday). Residents are required to check-in their hall within 7 days from the beginning of residential period. Otherwise, their hall places would be forfeited and the paid lodging charge would not be refunded.
- 8.2 If residents could not check-in within the mentioned period, a written request must be submitted to individual hall management office for approval.
- 8.3 Please refer to point 1 and 3 of this guideline for conditions of semester-based residency.

9 Check-out from Residence

- 9.1 The mass check-out date for whole year residence of 2011-12 is on 8 June 2012, Friday. (Please refer to Point 1 for check-out date if you apply for semester residence). According to the Terms and Conditions of Student Accommodation clause 9, all residents should vacate from room/household unit and remove all personal property therein. Any personal property found after the termination of residency will be removed by the Institute. The Institute would not be liable for any loss of or damage to such property.
- 9.2 Successful applicants for summer residence in 2011 should move to another assigned room by the deadlines set by hall management office. All the personal property found in the vacate rooms will be disposed.
- 9.3 All hall property, including keys or property lend to student should be returned to hall/quarters during check-out. Students may need to compensate for any loss or damage of the hall property.
- 9.4 Please refer to point 1 and 3 of this guideline for conditions of semester-based residency.

10 Use of information

- 10.1 All the personal information provided will be used for hall application, hall admission and statistical research only.
- 10.2 Other than the above use, SAO could disseminate information to other parties as prescribed by law and/or regulations of the Institute.
- 10.3 SAO or Hall Management Office reserves the rights to request for additional information from students during hall admission and application.
- 10.4 According to the Personal Data (Privacy) Ordinance (HK Ordinance Chapter 486), applicants can request to check and amend the personal data that submitted.
- 10.5 Any checking or amendment of personal data should be applied to Hall Management Office in writing.

11 Declaration

- 11.1 If applicants intend to provide incorrect personal data, address or previous student activities records, the assigned hall place would be forfeited and students would be subjected to disciplinary action.
- 11.2 The address provided must be the permanent living address, which is the same as the one in JUPAS office and HKIEd Registry. Corresponding address or Hong Kong Post Office Mailbox is not suitable.
- 11.3 Should you have any queries, please contact the Hall Management Office during office hours:
Northcote Hall (Ms Serena Yim 3125 5100)
Grantham Hall (Mr. Joe Lee 3125 6137)
Robert Black Hall (Miss Kero Ko 3125 6150)
Jockey Club Student Quarters (Mr. Willie Wong 3125 6000)

- 11.4 The office hours of Hall Management Office is from 8:30 a.m. to 5:20 p.m. (Monday to Friday), 9:00 a.m. to 12:00 noon (Saturday). The office will be closed on Sundays and public holidays.
- 11.5 If the weather on Registration Day or Room Selection Day is poor, or black rainstorm signal / typhoon signal 8 or up is hoisted by the Hong Kong Observatory, all activities will be automatically cancelled according to the guideline indicated in Students Handbook without further notification. The Institute will arrange another date for the activities.
- 11.6 SAO is an Equal Opportunities Office.
- 11.7 SAO reserves the right to update the above information without prior notification.

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