THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Application Guidelines for Summer Storage 2020

*Notes: The start date for the mass check-in period for Semester 1, 2020/21 is subject to change due to the outbreak of the COVID-19. Please stay tuned to the latest announcement.

I. Eligibility

- Current residents who have received hall place offer for Whole Year or Semester 1 Residence
 in residential year 2020/21 <u>AND</u> have settled the 1st installment of hall fee 2020/21 are eligible
 to apply for Summer Storage 2020.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2020/21 are not eligible to apply.
- Luggage(s) should be stored in the hall where the applicant resides during residential year 2020/21.

II. Application Period

- Application for Summer Storage 2020 will be opened **from 13 May 2020, 09:00 to 5 June 2020, 12:00**.
- Applicants are required to submit application to respective Hall Management Office(s) (HMOs).
- The application form is available for access via the website of Hall Management Section of Student Affairs Office (https://www.eduhk.hk/sh/). Successful application is subject to storage space availability.

III. Storage Period, Size and Charge

- Summer Storage period is <u>from 13 May 2020, 09:00 to *31 August 2020, 17:00</u>.

 Each resident can store 2 cartons in maximum. Size of each carton will be restricted to 60 x 46 x 46 cm, OR maximum volume of carton(s) with no more than 0.254m³.
- A carton larger than 60 x 46 x 46 cm will be considered as 2 cartons.
- The Summer Storage charge is HK\$100 per carton and should be paid by Octopus Payment Machine (OPM). No cash is accepted by Hall Management Offices (HMOs) or the Student Affairs Office (SAO).
- The payment record of 1st installment of hall fee 2020/21 and original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2020, to

corresponding HMO before placing the carton(s) into storage room. No carton can be stored without submitting any one of the aforementioned documents.

- All items of storage should be stored in box(es) or case(s). Seal them properly.
- Verify inventory for the number boxes or cases stored.
- Application is on the basis of first-come-first-served, and subject to storage space availability. Application will not be accepted if the storage room has been fully occupied.
- Perishable or valuable items, and prohibited items specified in the Residential Regulations are not allowed to be stored.
- All information provided in Summer Storage application should be accurate. Provision of false information may lead to disqualification of the application and/or disciplinary action.

IV. Collection of Stored Items

- A service charge of HK\$50 each time is levied for retrieval of stored items during the storage period. No cash is accepted by HMOs or SAO.
- Residents **must collect** all stored items **by *31 August 2020, 17:00**. HMO reserves the right to dispose of all uncollected luggage(s) after 31 August 2020*.
- Students who wish to extend their Summer Storage period beyond must write to and seek approval from the SAO with justifications and supporting documents, if any, at least 3 working days in advance by emailing to shostel@eduhk.hk
- Extra charge with daily rate of HK\$5 per carton will be levied on students whose luggage is stored beyond **the Summer Storage period**, which should be paid by OPM. No cash is accepted by HMOs or SAO.

V. Enquiry

For enquiries, please contact the HMOs:

Northcote Hall 2948-6912 / nhoffice@eduhk.hk
 Grantham Hall 2948-6917 / gh@eduhk.hk
 Robert Black Hall 2948-6922 / rbh@eduhk.hk
 Jockey Club Student Quarters 2948-6927 / jcsq@eduhk.hk