THE EDUCATION UNIVERSITY OF HONG KONG

STUDENT AFFAIRS OFFICE

Application Guidelines for Summer Storage 2022

I. Eligibility

- Current residents who have received a **hall place offer for Whole Year** or **Semester 1 Residence** in the residential year of 2022/23 <u>AND</u> have **settled the 1st installment** of hall fee for 2022/23 are eligible to apply for Summer Storage 2022.
- Residents who will be joining immersion or exchange programme during the Semester 1 of Academic Year 2022/23 are not eligible to apply.
- Luggage should be stored in the hall where the applicant resides during the residential year of 2022/23.

II. Application Period

- Application for Summer Storage 2022 will be opened **from 11 May 2022, 09:00 to 2 June 2022, 12:00**.
- Applicants are required to submit their applications 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/sao/info/student_halls/summer_storage/). Successful application is subject to storage space availability.

III. Storage Period, Size and Charge

- Summer Storage period is <u>from 11 May 2022, 09:00 to *5 September 2022, 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 HMOs or the Student Affairs Office (SAO).
- The payment record of 1st installment of hall fee for 2022/23 and the original OPM receipt must be submitted, together with the signed Undertaking of Summer Storage 2022, to corresponding HMO before placing the carton(s) into the store room. No carton can be stored without submitting any one of the aforementioned documents.
- All items for storage should be stored in box(es) or case(s). Seal them properly.
- Verify the number of 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 store 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 reclaim** all stored items **by *5 September 2022, 17:00**. HMO reserves the right to dispose all unclaimed luggage(s) after *5 September 2022 (the check-in period of Semester 1, 2022/23).
- 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