



2020 至 21 年下學期退宿及 2021 年暑期學生宿舍  
Hostel Check-out in Term 2, 2020-21 and Summer Student Hostel 2021

**A. 2020 至 21 年下學期退宿 Hostel Check-out in Term 2, 2020-21**

- 2020 至 21 年度下學期的最後退宿日為 **2021 年 5 月 18 日 (星期二)**。居於宿舍五、六、七及八樓的宿生，請於當日下午 2 時前退宿；居於宿舍二、三及四樓的宿生，請於當日下午 3 時前退宿。**未於指定退宿限期前完成退宿手續者，宿舍按金將被沒收。**  
The hostel check-out deadline for Term 2, 2020-21 is **Tuesday, 18 May 2021**. For residents living on hostel floors 5/F, 6/F, 7/F and 8/F, please check out before 2:00pm that day. For residents living on hostel floors 2/F, 3/F and 4/F, please check out before 3:00pm that day. **Hostel deposit of those who do not complete the check-out procedure by the designated check-out deadline will be forfeited.**
- 獲批准入住暑期宿舍宿期 A 之本學期宿生毋須於 2021 年 5 月 18 日退宿，但請於 2021 年 5 月 20 日或 21 日辦公時間內親身辦理換宿 (退宿及入宿) 手續。書院將以電郵公佈詳情。  
Residents of the current term whose application for summer residence Period A is approved will be arranged to complete the room change (check-out & check-in) procedure on 20 or 21 May 2021 during office hours in person. For details, please refer to the email sent from the College Office nearer the time.

**B. 退宿程序 Check-out Procedure**

- 請同學於辦理退宿手續前於書院網頁下載及填妥「宿舍退宿申請表」。  
Please download and complete the "Hostel Check-out Form" from College website before check-out procedure.  
➤ 網址 link: [https://www.wys.cuhk.edu.hk/cms/wp-content/files\\_mf/1562748688WYS\\_Hostel\\_CheckoutForm\\_v2019.pdf](https://www.wys.cuhk.edu.hk/cms/wp-content/files_mf/1562748688WYS_Hostel_CheckoutForm_v2019.pdf)
- 必須清除所有垃圾及清理地上雜物、衣櫃內衣物、書桌抽屜內物件、書櫃書籍、床上用品、門外水松板上的紙張或海報、房門裝飾物品、洗衣房的衣服、信箱內的信件；房內傢俬必須放回原位。如曾在房間使用鐵釘、圖釘、掛鉤或膠紙等，必須自行清理。如於清理期間對宿舍牆壁、傢具等造成損壞，同學需負上責任。  
Take away all trash and personal belongings (including beddings, clothes, books etc.) in the room, remove any name plate or decoration on the door, take away your clothes at the laundry, clear the mailbox before leaving. All furniture in the room must be restored to the original setting. Also, remove any nails, hooks or tapes which have been used in the hostel room. Students will be liable for any damage to the walls, furniture or any hostel room property caused by the removal.
- 離開前，必須徹底打掃房間，並關上窗戶及鎖上房門。  
**Clean the room thoroughly** and lock the window and door before leaving.
- 請按以下安排完成退宿手續 Please complete the check-out procedure according to the arrangements below :

**i) 最後退宿日 2021 年 5 月 18 日 (二) 之安排 Arrangements on hostel check-out day (Tuesday, 18 May 2021)**

擬退宿時間 Proposed Check-out Time	辦理退宿手續安排 Arrangements for Check-out Procedure
五、六、七及八樓之特別安排 Special Arrangement for 5/F, 6/F, 7/F & 8/F : 下午 1 時至下午 2 時 1:00pm – 2:00pm	書院工友於五、六、七及八樓駐守，宿生只需於所屬樓層聯絡工友，辦理退宿手續即可，無需到書院院務室。 Hostel workmen will station on <b>5/F, 6/F, 7/F and 8/F</b> . Residents of these floors should approach the workman stationing on the same floor for check-out procedure. No need to go to College Office.
二、三及四樓之特別安排 Special Arrangement for 2/F, 3/F & 4/F : 下午 2 時至下午 3 時 2:00pm – 3:00pm	書院工友於二、三及四樓駐守，宿生只需於所屬樓層聯絡工友，辦理退宿手續即可，無需到書院院務室。 Hostel workmen will station on <b>2/F, 3/F and 4/F</b> . Residents of these floors should approach the workman stationing on the same floor for check-out procedure. No need to go to College Office.
退宿限期前之其他時間 Time other than abovementioned & before check-out deadline	請帶同已填妥之「宿舍退宿申請表」，到書院院務室 (東座地下 G03 室) 辦理退宿手續。 Please go to the College Office (Room G03, G/F, East Block) together with your completed Check-out form for the procedure.

ii) 2021 年 5 月 18 日 (二) 前之安排 Arrangements BEFORE hostel check-out day

擬退宿日期 / 時間 Proposed Check-out Date/Time	辦理退宿手續安排 Arrangements for Check-out Procedure
辦公時間內退宿 Check-out within office hours	請帶同已填妥之「宿舍退宿申請表」，到書院院務室 (東座地下 G03 室) 辦理退宿手續。 Please go to the College Office (Room G03, G/F, East Block) together with your completed Check-out form for the procedure.
非辦公時間內退宿 (如：周末、公眾假期或晚上) Check-out beyond office hours (e.g. weekends, public holiday or evening)	請於擬退宿日期最少五天前及 2021 年 5 月 11 日前 (以較早日期為準) 提交網上申請： Please submit online application at least 5 days prior to the proposed check-out date and by 11 May 2021 (whichever earlier): <a href="https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=11264195">https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=11264195</a>

辦公時間：星期一至四：上午 8 時 45 分至下午 5 時 30 分 / 星期五：上午 8 時 45 分至下午 5 時 45 分

Office Hours: 8:45am – 5:30pm from Mondays to Thursdays / 8:45am - 5:45pm on Fridays

5. 退宿時，書院工友會檢查房間，過程大概需時 15 至 30 分鐘；完成後，請交回房間鑰匙、信箱鑰匙 (連匙扣) 以及填妥之宿舍退宿申請表予工友。宿舍按金將以轉賬形式退還。如宿生未遵守 1 至 4 項，或房間有任何損壞，將按情況在按金中扣除。

Hostel rooms will be checked during hostel check-out, which will take about 15 - 30 minutes. After that, please return the room key and mailbox key with key tag and completed Hostel Check-out Form to hostel workmen. Hostel deposit will be refunded in the form of bank transfer. **For any violation of (1) – (4) above or any damage to the room, hostel deposit will be deducted according to the situation.**

### C. 暫存行李 Temporary Luggage Storage

1. 已獲派下年度全年或上學期宿位之非本地生可於書院暫存最多兩件行李。每件暫存行李體積不得超過 1 呎 x 3 呎 x 3 呎。  
Non-local residents of this term who have been allocated hostel place for Term 1 or full year in the next academic year are allowed to temporarily store up to two pieces of luggage. The size of the luggage should not be bigger than 1 x 3 x 3 feet.
2. 同學請於退宿後立即辦理暫存行李手續，每位同學只可暫存行李一次。宿生只可於 2021 至 22 年度之入宿日 (暫定如下，非本地生：9 月 4 日；本地生：9 月 5 日) 或 9 月 6 日至 10 日辦公時間內領回行李；如欲中途領取行李或行李內物品，需向舍監提出申請。獲批准者需繳付費用港幣 500 元正並自行提取行李。逾期未領之行李將作廢物棄掉。行李或行李內物品如有遺失或損壞，書院概不負責。

Temporary luggage storage will only be handled together with hostel check-out procedure. Each student can only request for temporary luggage storage once every academic year. The stored luggage can only be collected on Hostel Check-in Day in academic year 2021-22 (tentatively 4 September 2021 for non-local students and 5 September 2021 for local students) or within office hours between 6 and 10 September 2021. Students who would like to collect their luggage or any item in the luggage in the interim must submit an application to the Warden and pay a fee of HK\$500 upon approval. Students will be responsible for reclaiming the luggage from the storage. Unclaimed luggage will be disposed. The College is not liable for any loss or damage of the stored luggage or items in the luggage.

### D. 2021 年暑期學生宿舍 Summer Student Hostel 2021

1. 書院歡迎本院學生申請入住暑期學生宿舍 (暑假)，宿期由 2021 年 5 月 18 日至 9 月 3 日，詳情如下：  
College Students are welcome to apply for accommodation at the Summer Student Hostel. The entire summer residence period is from 18 May to 3 September 2021. Details are as follows:

宿期 Period	日期 (日/月/年) Dates (DD/MM/YYYY)	宿費 Hostel Fee	宿舍按金 Hostel Deposit
宿期 A Period A	18/05/2021 - 01/06/2021 (14 晚 nights)	港幣 HK\$1,120	港幣 HK\$500
宿期 B Period B	01/06/2021 - 16/06/2021 (15 晚 nights)	港幣 HK\$1,200	
宿期 C Period C	16/06/2021 - 05/07/2021 (19 晚 nights)	港幣 HK\$1,520	
宿期 D Period D	05/07/2021 - 16/07/2021 (11 晚 nights)	港幣 HK\$880	
宿期 E Period E *	16/07/2021 - 30/07/2021 (14 晚 nights)	港幣 HK\$1,120	
宿期 F Period F **	30/07/2021 - 16/08/2021 (17 晚 nights)	港幣 HK\$1,360	
宿期 G Period G ***	16/08/2021 - 03/09/2021 (18 晚 nights)	港幣 HK\$1,620	
* 畢業班同學只可申請宿期 A 至 E。Graduating students can only apply for Periods A to E.			
** 各宿期因應迎新活動修改 Pending, depending on the dates of orientation activities.			
*** 宿期 G 一般只供書院新生輔導營之籌委會成員申請。如有特別情況，請向舍監提出書面申請，並附上證明文件以供考慮。 Period G will only be assigned to Organizing Committee Members of College Orientation Camp normally. Those with special situations may submit supporting document(s) and apply to the Wardens in writing.			

2. 欲申請暑宿者須於 **2021 年 4 月 10 日至 4 月 18 日** 提交網上申請 ( <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=12509726> ; 需以學生編號登入 ) · 系統會自動寄出電郵確認書 · 宿期 G 之申請人須於申請期內把已簽署之電郵確認書及相關證明文件一併按附件一之指示於截止申請日期或之前上載證明文件至指定 OneDrive 雲端連結 · 若書院於截止申請日期後未能於雲端找到必須之證明文件 · 一律當作欠交處理 ·  
Applicants must first submit an online application on ( <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=12509726> ; login with student ID needed ) **from 10 April to 18 April 2021**. The system will automatically send an email notification to the email address provided by the applicants. For applicants applying for Period G, a signed email notification printout with relevant supporting document(s) must be uploaded to the designated OneDrive URL according to the instructions in Appendix 1 by the application deadline. If any necessary supporting document cannot be retrieved from the OneDrive space, such document will be considered missing.
3. 暑宿申請結果暫定於 2021 年 4 月 30 日於書院網頁 ( <http://www.wys.cuhk.edu.hk/downloads.php> ) 公佈 · 成功申請者須於 2021 年 5 月 3 日或之前於網上 ( <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=12536680> ) 確認 · 如申請人未在限期內遞交電郵確認 · 將被視作放棄申請論 · 房間分配暫定於 2021 年 5 月 10 日於書院網頁 ( <http://www.wys.cuhk.edu.hk/downloads.php> ) 公佈 · Application result of summer residence will be announced on College Website ( <http://www.wys.cuhk.edu.hk/downloads.php> ) on 30 April 2021 tentatively. Successful applicants should submit an online confirmation ( <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=12536680> ) by 3 May 2021. **Successful applicants who do not submit an online confirmation by the deadline will be considered withdrawn.** Room assignment will be announced on the College Website on 10 May 2021 tentatively.
4. 暑宿宿生必須於獲批准宿期之最後一天中午 12 時前完成退宿手續 · 違者將作逾時退宿論 · 其暑宿按金將被沒收 · Residents of Summer Student Hostel must complete hostel check-out procedure before 12:00nn on the last day of approved residence period. Otherwise it will be regarded as late check-out and the Summer Student Hostel deposit will be forfeited.
5. 暑宿以宿期劃分 · 若同學於繳交宿費後欲縮短宿期 · 須於擬退宿宿期開始前七個工作天提出申請 · 如申請獲批 · 於扣除該宿期的七晚宿費後 · 同學可獲發還剩餘宿費 · 如於擬退宿宿期開始前不足七個工作天提出申請 · 則該期宿費將不獲退還 · 如同學已入宿 · 並擬於同一宿期申請提早退宿 · 該宿期的宿費亦概不發還 ·  
Summer residence is administered on period basis. After settling the hostel fee of summer residence, applications for withdrawing certain hostel period(s) must be submitted 7 working days before the first day of the proposed withdrawn hostel period. If the application is approved, after deduction of seven-night hostel fee of the proposed withdrawn hostel period, the remaining amount will be refunded. If the application is submitted less than 7 working days before the first day of the proposed withdrawn hostel period, students are required to pay the hostel fee in full for that hostel period. If students have already checked in hostel, and apply for early hostel withdrawal for the same hostel period, they will not be eligible for any refund of hostel fee paid.
6. 獲派暑宿宿位之同學請於 5 月中到 CUSIS 複查電子繳款通知書 · 同學須於指定日期前繳付有關費用 · 逾期繳款者 · 大學將收取逾期罰款港幣 200 元正 · Students who have been allotted summer residence please check their debit note on CUSIS in May 2021. Please settle the payment before the deadline. A penalty of HK\$200 will be incurred in case of late payment.

*9 April 2021*

## Instruction for Submission of Supporting Documents for Summer Student Hostel Application 2021 (For applicants applying for Period G)

**ATTENTION: Please strictly follow this instruction to upload all your relevant supporting documents in one file to the appropriate OneDrive link. Name the file according to this instruction and make sure the file is of decent resolution. Failure to follow this instruction and visually unclear files may prevent the College from verifying the documents that affect the hostel allotment result.**

### File Contents

Please consolidate all supporting documents into ONE single PDF file. The documents should be compiled according to the following order:

1	Signed Printout of Email Notification
2	Relevant Supporting Document(s)

### Naming of PDF File

Format of file name: **SEX\_SID\_FullName\_SH2021** \*no space within the file name!

For female students, your file name should start with “F”.

*e.g. F\_1155112345\_CHANTaiMan\_SH2021*

For male students, your file name should start with “M”.

*e.g. M\_1155112345\_CHANTaiMan\_SH2021*

### Upload Destinations

2021 Summer Hostel Application (**Deadline: 18 April 2021**)

<https://gocuhk->

[my.sharepoint.com/:f:/g/personal/info\\_wys\\_cuhk\\_edu\\_hk/EmoAeJAGrK9Hjn\\_nDN8DvEwB2YJ17AzSQe4chzS9QdEiyg](https://gocuhk-my.sharepoint.com/:f:/g/personal/info_wys_cuhk_edu_hk/EmoAeJAGrK9Hjn_nDN8DvEwB2YJ17AzSQe4chzS9QdEiyg)