

## Important Notes about Booking and Charging Policies:

1. Completed forms should be forwarded to the Student Residence Office (SRO) at least 3 working days before the scheduled check-in date.
2. Bookings can be made 6 months in advance. Guest quarters are allocated on a first-come-first-served basis. The allocation is subject to allocation policies and availability. The period of stay for each booking is up to 6 months. When the applicant applies for extending the bookings, bookings can be made 3 months in advance of the extended booking period.
3. No provision is to be made for requests for alterations to the bookings submitted, except in special situations such as major building or equipment failure that make the room not habitable. Prior approval has to be sought from SRO.
4. Check-in and Check-out:  
Visitors are required to check in after 1400 hours and check out before 1200 hours.  
For cases of late check-in: the rental will be charged from the first day of the booking submitted as the quarters have been reserved for the booking.  
For cases of late check-out: visitors will be charged half of the daily rate for late check-out after 12:00noon up to 6:00pm. Check-out after 6:00pm will be charged at the full daily rate.
5. Cancellation of bookings:
  - a. Cancellation and/or change of bookings made between 8 and 14 days (inclusive) before the confirmed check-in date: a sum equivalent to 30% of the costs of the entire reserved but unused period will be charged to the applicant/visitors or host department.
  - b. Cancellation and/or change of booking made 7 days (inclusive) before the confirmed check-in date: a sum equivalent to 50% of the costs of the entire reserved but unused period will be charged to the applicant/visitors or host department.
6. No show of visitors on the expected arrival date: full charges for the entire booking period will be made to the applicant/visitors or host department.
7. All charges paid are non-refundable and non-transferable. The charges are subject to annual review. New charging rates will also be applied to all bookings even if they were made before the revision.
8. Visitors staying at the guest quarters are required to respect and observe the [Regulations Governing Student Residence](#).
9. Smoking on University campus is an offence. Smoking is prohibited in both indoor and outdoor areas of the Student Residence, including in private sleeping rooms. Violation of the law could attract a fine of HK\$5,000.
10. The Student Residence is designed for adult usage and the facilities are not childproof. Adults are responsible for the supervision of their children at all times.
11. For bookings up to one week or longer, basic cleaning services, new bedding items and towel sets will be provided.
12. Requests for network connection at the guest quarters can be made through the SRO if your stay is one week or longer. The connection fee is HK\$50 which covers two weeks and the fee for the following week is HK\$25 per week. Please complete the form "[Request of Network Connection](#)" and submit it to SRO at least 2 working days before the service day.

### 13. Room types of guest quarters (Cornwall Street) and rates:

Room Type (Daily Rate)	Hall	Room	Approx. Size	Max. Cap.	Facilities
Bachelor Suite (HKD350)	5	15C	20m <sup>2</sup> (218 sq. ft)	1	1 single bed, private bathroom, w/refrigerator
	6	10D	20m <sup>2</sup> (218 sq. ft)	1	1 single bed, private bathroom, w/refrigerator
	9	12B	22m <sup>2</sup> (236 sq. ft)	1	1 single bed, private bathroom, w/refrigerator
Studio (HKD500)	7	10C	34m <sup>2</sup> (365 sq. ft)	2	2 single bed, private bathroom, small kitchenette & microwave & refrigerator
One-bedroom Suite (HKD600)	1	16D	52m <sup>2</sup> (560 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	2	12D	52m <sup>2</sup> (560 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	3	11D	52m <sup>2</sup> (560 sq. ft)	3	1 double bed & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	5	15B	45m <sup>2</sup> (485 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	6	11B	51m <sup>2</sup> (545 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	8	14C	50m <sup>2</sup> (540 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
	9	12C	49m <sup>2</sup> (530 sq. ft)	3	2 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
Two-bedroom Suite (HKD700)	2	12B	57m <sup>2</sup> (614 sq. ft)	3	3 single beds, w/kitchen, utensils & private bathroom
Two-bedroom Suite (HKD800)	4	12B	69m <sup>2</sup> (740 sq. ft)	4	4 single beds, w/kitchen, utensils & private bathroom
	9	12D	69m <sup>2</sup> (743 sq. ft)	5	4 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom
Two-bedroom Suite (HKD900)	7	10B	78m <sup>2</sup> (840 sq. ft)	5	4 single beds & 1 sofa bed in the living room, w/kitchen, utensils & private bathroom

14. Student Residence Office reserves the right to revise these notes from time to time subject to operational needs without prior notice.