

Student Hostel of College of Professional and Continuing Education

Information for Applicants

To facilitate students' holistic development and enrich their study life, College of Professional and Continuing Education (CPCE) will provide students of Hong Kong Community College (HKCC) and School of Professional Education and Executive Development (SPEED) with the opportunity for residence in a 5-storey well-equipped student hostel.

A) Location

CPCE Student Hostel is located at 50 Tung On Street, Mong Kok, Kowloon which is a 15-minute walk from PolyU West Kowloon Campus and an 8-minute walk from MTR Yau Ma Tei Station.



B) Facilities

No. of bed spaces	1/F: 6 bed spaces (6 single beds) 2/F – 5/F: 10 bed spaces per flat (2 single beds, 8 bed spaces in bunk beds)
Common area per floor	Pantry, 2 shower rooms, 2 toilets
Basic furniture	Study desks, wardrobes and drawers
Basic home appliances	Air-conditioner, television, refrigerator, electric stove, electric kettle, microwave oven, washer and dryer, electric water heater
Other facilities / services	Wi-fi, cleaning service, 24-hour security system

Note: There is NO lift in the CPCE Student Hostel.

C) Contract Terms

1. Residential Period

The residential period commences on 1 September 2018 and ends on 15 June 2019 (9.5 months).

(**Note:** Successful applicants are required to commit for the whole residential period.)

2. Lodging Fee

- i) The monthly lodging fee is HK\$3,000 (single bed) or HK\$2,000 (bunk bed). An additional one-month lodging fee will be charged as caution money which is to be refunded upon check-out, subject to no outstanding claim on the lodging fee, room inventory or other charges.
- ii) A monthly electricity charge evenly shared by residents living on the same floor shall be paid by each resident directly to the Management Company. A deposit of HK\$500 shall also be paid to the Management Company in advance, which will be refunded upon check-out, subject to no outstanding claim on electricity charges.

3. Payment Terms

- i) Residents are required to pay the fees by two instalments according to the following schedule:

Payment Schedule	Instalment Fee (HK\$)		Note
	Single Bed \$3,000/month	Bunk Bed \$2,000/month	
1 st instalment: 15 June 2018 <i>(for current students)</i> 20 August 2018 <i>(for freshmen of 2018/19)</i>	\$15,000 + \$3,000	\$10,000 + \$2,000	5-month lodging fee and caution money
2 nd instalment: January 2019	\$13,500	\$9,000	4.5-month lodging fee

- ii) A debit note for the first instalment will be issued to successful applicants. To secure a residential place, successful applicants should settle the payment by the payment deadline, or their offers will be replaced by other students on the waiting list without prior notice.
- iii) Deferred payment of lodging fee will NOT be considered without sound and valid justification.
- iv) Once the debit note is settled, request refund due to withdrawal of the application or early check-out before the end of the residential period will normally NOT be entertained.
- v) CPCE reserves the right to withhold the resident's graduation parchment and/or transcript of studies and resort to legal means to recover any outstanding charges incurred during his/her stay in the hostel.

4. Eligibility for Hostel Residence and Compliance to Hostel Regulations

- i) CPCE Student Hostel is for the exclusive use of registered full-time students of PolyU-HKCC and PolyU-SPEED award programmes. Nullification of student status will automatically lead to nullification of hostel residence eligibility. Students who have already checked in will be required to withdraw their residence and to check out in one-week' time.
- ii) Students who accept the offer of hostel residence are required to comply with all regulations, terms and conditions on hostel residence as set out by CPCE and the Management Company of the hostel. Successful applicants will be given the relevant details in due course.

- iii) CPCE reserves the right to stipulate and revise the hostel regulations, policy, fees, terms and conditions on hostel residence whenever it is deemed necessary.

D) Application Details

1. Eligible Applicants

An eligible applicant must be a registered full-time student of a PolyU-HKCC or PolyU-SPEED award programme.

2. Application Method

- i) Interested students are required to submit an online application at:
<http://sao.cpce-polyu.edu.hk/studenthostel>
- ii) Priority will be given to the following students:
- Non-local students
 - Students with genuine needs
 - Students' participation in co-curricular activities, contribution to CPCE and its units and the community, the extent to which the students can benefit from hostel residence, etc., may also be considered if deemed necessary.
- iii) Applicants may be invited to an interview. They will be informed of the interview arrangement by e-mail or phone.
- iv) Applicants who are not offered the residential place at the initial stage may be placed on the waiting list. The students concerned will be informed once residential places become available.

E) Tentative Schedule

	For current students	For freshmen of 2018/19
Application deadline #	28 May 2018	15 July 2018
Interview session (if applicable)	28 May – 6 June 2018	23 July – 3 August 2018
Result notification	8 June 2018	13 August 2018
Briefing (for successful applicants and applicants on the waiting list)	Mid-June 2018 <i>(Subject to confirmation)</i>	Mid-August 2018 <i>(Subject to confirmation)</i>
Deadline for 1 st instalment	15 June 2018	20 August 2018
Check-in to the hostel	1 September 2018	1 September 2018

Applications received after the deadline will be processed if there are still vacancies.

The above schedule is subject to change and successful applicants will be notified of such changes, if any.

F) Enquiries

CPCE Student Affairs Office

Tel.: (852) 3746 0880 Email: sao@cpce-polyu.edu.hk

(Note: In case of any discrepancy between the English version and the Chinese version of the “Information for Applicants”, the English version shall prevail.)