

# Notice of the PolyU Student Halls

## Hall Notice - Special Arrangement of Summer Residence for Non-local Students

Dear Non-local Students,

We are writing to seek your attention to the following arrangements for non-local students in connection with check-out arrangements, Summer Residence 2024, and check-in dates of the following residential year.

### 1. Check-out arrangements

- a. The residential year of 2023/24 will end on 31 May, 2024 (Fri). Hall residents who will not stay for Summer Residence are required to complete the [official check-out procedures](#). You may refer to a separate email to be sent later, titled "Check-out Arrangements & Procedures", for further details.
- b. Please note that students who intentionally remain their personal properties in the room without completing the check-out procedures will be subject to disciplinary actions and a storage fee of \$40/day. Personal properties left in the room may be disposed of without further notice. The University disclaims any liability for the loss of or damage to those personal properties.

### 2. Summer Residence

- a. If you plan to stay in hall during the Summer Term, please apply for Summer Residence [here](#) between **11 Apr and 24 Apr 2024**.
- b. Current residents may expect to move to another room for the summer residence between 7 and 9 June 2024. If students cannot complete the room transfer in time, they shall be liable for a) an administration fee of \$100 per day for late room change, b) lodging fee of the old and new rooms up to the date of the completion of room change, and c) other administration fees as necessary.
- c. In addition, renovation works in all student rooms numbered from 1 to 44 on 3-10/F West Wing of Hung Hom Halls and replacement of air-conditioners in all student rooms, pantries in North Wing and all the communal lounges of Homantin Halls will be carried out during summer.

**To Hung Hom Halls current residents:** Students living in the affected rooms will be required to move to another room. Due to the tight working schedule, we need your kind collaboration in completing the room change as scheduled, or an administration fee of \$100 per day for late room change and lodging fee of the old and new room mentioned above shall be levied. The University reserves the right to pack and move the items remained in the room to the targeted room. The University disclaims any liability for the loss of and damage to the personal properties incurred in this connection.

If the residents are not in Hong Kong during the summer regardless of the duration, they are highly advised to authorize another in-house resident to change room on their behalf. Please contact the Hall Reception for details on authorization matters.

### 3. Short-term extension

If an extension within 2 weeks is required to match with your transportation arrangement, you can provide your train/plane ticket at Hall Counter for application. An administrative fee of \$100 shall be levied for each application and the lodging fee will be fixed at \$52.9 per day. Application for more than 2 weeks will be regarded as late summer application, and an administration fee of \$200 will be levied.

### 4. Return in the middle of summer

In case you need to return to Hong Kong in summer for visa renewal, IC training, or other justified reasons, prior application by email, together with the supporting documents, must reach Hall Administration two weeks before your expected arrival date. Your application is subject to availability and confirmation, and an administrative fee of \$100 shall be levied for each successful application.

**5. Walk-in request for summer residence (i.e. without prior approval) will NOT be entertained.** If we do when a place is available, an administration fee of HK\$200 shall be levied.

### 6. Summer Storage

Please be reminded that storage services are not available in the Student Halls due to limitation of spaces. Students are encouraged to search for external service providers for storing their personal belongings in time. Please note that students should not leave any luggage or personal belongings to other residents for temporary storage in the Halls. In the past, many unattended properties found in communal areas, including the corridor, lounge area and suite living room (applicable to Homantin Halls), were confiscated and disposed of according to the handling procedures stipulated under the Hall Regulations. The University is not responsible for the loss of or damage to such properties.

### 7. Check-in date of the Next Residential Year

For those returning non-local students with hall offer, the earliest check-in date is 28 Aug 2024. Requests for check-in before 28 Aug 2024 without justification will not be considered.

For enquiries, please contact us at as follows:

Hung Hom Halls: 3159 0000 / [Student.halls@polyu.edu.hk](mailto:Student.halls@polyu.edu.hk)

Homantin Halls: 3996 2000 / [Homantin.halls@polyu.edu.hk](mailto:Homantin.halls@polyu.edu.hk)

Hall Administration  
Student Resources and Support Section  
Student Affairs Office