Lingnan University Office of Student Affairs
Hostel Rooms Swapping Application
Term One 2023-24

Round 1 Application – For Current Student Hostel Residents and Single Swap Only

Enquiries

Should you have any questions about Hostel Rooms Swapping Application, please email to Hostel Team via osa-hostel@LN.edu.hk or contact Ms Gigi Wong at 2616-7333/ gigiwong2@LN.edu.hk.

Section 1
Application Rounds and Schedule

The rooms swapping application for term one 2023-24 will be conducted in <u>two main rounds</u>.

<u>Round 1 application will be opened from 8 to 12 September 2023</u>, aiming to assist students who have already sought out room swapping partners and wish to finalize the process promptly. This allows students to settle into their new living arrangements as soon as practically possible.

This round will exclusively handle <u>single swaps</u> (i.e. one-to-one swap). Please note that only fully completed and accurate submissions will be processed during Round 1. For any applications submitted with incomplete or incorrect information, the application will be rejected and applicant will be notified of the result. If multiple entries are received from the same applicant, only the latest entry will be accepted and processed.

Students whose applications are being rejected in Round 1 could submit the rooms swapping application in Round 2. The application records in Round 1 will NOT be carried forward to Round 2.

Application Schedule for Round 1

Date/Time	Details
8 Sep 2023	Online Application Open
12 Sep 2023 (by 2359)	Online Application Submission Deadline
18 Sep 2023 (by 1700)	Announcement of Application Result by OSA
20 Sep 2023 (0700-1700)	Rooms Swapping (Applicants please make sure you are available to swap room on 20 Sep 2023 (Wed). No early check-in or late check-out requests will be accepted)
23 Sep 2023	Report any damage or missing of equipment and furniture of your newly assigned room, if any
31 Oct 2023	Due date of additional hostel fee payment, if any

<u>Round 2 application will take place from 27 September to 4 October 2023.</u> Further details will be announced in mid-September 2023. During Round 2, students will have the option to participate in single swaps (i.e. one-to-one swap) or multiple swaps (involving three or more students). Each student is only allowed to apply for room swapping once per term. If you have already applied and successfully swapped rooms during Round 1, you will not be eligible to

apply for Round 2.

The application for Round 2 allows ample time for students to adjust to hostel life and environment. Please note that some roommate conflicts can be resolved through open and mutual communication, rather than resorting to room swapping. Some students may receive their hostel offers later and from the hostel waiting list. The Round 2 application schedule will also accommodate this group of students.

Section 2
Eligibility and Application Procedures

All on-campus student hostel residents who have received their hostel offer and checked-in to their assigned hostel room by 12 September 2023 are eligible to apply for the rooms swapping. You should check-in to your original assigned room otherwise you will not be able to complete the check-out/in procedures on the room swapping date.

Application Procedures:

1) Each student is eligible for swapping room once per residential term. If your application for rooms swapping is approved in this round, you will <u>NOT</u> be eligible to apply for the next round of rooms swapping in late September.

2) Student residents who want to swap their hostel places shall complete <u>ONE</u> application form. Applicant 1 should be responsible for submitting the requested information for his/her counterpart on the application form correctly. If there are multiple entries received from the same Applicant 1, only the latest entry will be accepted and processed.

3) To make your application successful, you need to look for a student who is willing to swap the bed space with you and seek the consent of your existing and his/ her existing roommates. Each applicant can only swap to one bed only.

4) Should there be any typo or incorrect information (e.g. Student ID number, room number etc.) provided in the application form, your application will NOT be handled in this round of application. We will notify you of the unsuccessful application via email and you may submit the application again in Round 2 in late September.

5) You are reminded to upload the screenshot of the room allocation information (with the SID number and room number) of the <u>LU Mobile App</u> in the application form for verification.

6) The application result will be announced via email on 18 September 2023. Students can check their updated room assignment via the LU Mobile App.

7) Successful applicants should move to new hostel places on 20 September 2023, from 0700 to 2300.

Please stay tuned for further updates and announcements regarding the Round 2 application process. We appreciate your cooperation and understanding as we strive to meet the needs of all our students.

Section 3
Arrangement on the Rooms Swapping Date

Successful applicants should receive email confirmation from OSA Hostel Team by 1700 on 18 Sep 2023 (Mon). Please refer to the important notes below for the arrangements on 20 Sep 2023:

Swapping (Check in/out) Procedures:

1) Both students must first complete the check-out procedures (please refer to latest guideline at OSA website) and return the hostel keys/ key cards to the security counter **by 1700 on 20 Sep 2023.**

2) After completing the check-out procedures, please proceed to the security counter of the respective hostel for check-in. The earliest time that you can check-in to the new room is **0700 on 20 Sep 2023**.

3) Students should check the furniture and the condition of the room and report any damages to the Campus Support Office **by 23 Sep 2023**, otherwise residents will be financially responsible for the compensations according to the room and bed assigned.

Please follow the instructions below:

1) You should make yourself available on **20 Sep 2023** to swap the room when submitting your online application. No early check-in or late check-out requests will be accepted.

2) You should communicate with your room swap partner for the check-out time from his/ her original hostel. If he/ she does not check-out of the original room, you will not be able to check-in to the new room. **NO temporary storage service will be provided.** Students should not leave their personal belongings in the hostel corridor or lift lobby as these are fire escape routes.

3) Make sure all the facilities (power extension cord, remote control, drawer key, etc.) and furniture (bed, chair, wardrobe, etc.) are in order with its original setting. Switch off all the electronic devices in the room.

4) Please check your hostel room allocation result for the updated room assignment record in the LU Mobile App.

5) Check-out of your original room before check-in to the new room.

6) Make sure that you have returned the hostel room key /key card AND submit the completed "Hostel Clearance Form" at the hostel security counter when checking out of your original room, or else your swapping partner will not be able to check-in to your original room.

7) Check-out beyond 1700 on 20 Sep 2023 will be counted as late check-out and subject to a penalty of HK$100 per day.

8) If you do not check-in/out at the security counter in person on **20 Sep 2023**, the room assignment record will not be updated, and you will not be able to enter and stay in the hostel room you intended to swap.

9) Students who have unofficially swapped rooms before 20 Sep 2023 (the date of official rooms swapping exercise) should move back to the original rooms. Otherwise, the students will not be eligible to apply for the official rooms swapping. **Illegal rooms swapping is subject to disciplinary action taken by Warden Offices**.

10) You should vacate your original room, clear all your personal belongings, and lock the room before returning the hostel room key /key card to the security counter for check-out. Your access control record will be changed to student visitor immediately after the check-out procedure. You will NOT be allowed to enter the room again to tidy your personal belongings after completion of check-out.

11) You will be responsible for the air-conditioning fee of your first assigned room from move-in date in Term 1 till 19 Sep 2023, and the air-conditioning fee of your newly assigned room from 20 Sep 2023 to your check out date; and any damage / missing items found in your newly assigned room upon check out.

12) Students are responsible for checking and cleaning their rooms with their room swap partner. The University will not be responsible for cleaning and checking the rooms.

Delegation:

1) Residents should <u>check-in</u> to their swapped room IN PERSON. No authorised check-in will be allowed.

2) Resident can authorize other Lingnan student to complete the check-out procedures if he/she cannot check-out in-person by 1700 on 20 September 2023 by submitting an authorization letter (including the full name, student ID, hostel room number and signature) of the resident and the authorized person in written paper format.

3) The authorized person should show the letter of delegation in hard copy, the copy of the student ID card of the resident and show his/her own student ID card to the duty staff. Sample of authorization letter is available here:
https://www.ln.edu.hk/f/upload/58844/authorization-hostel-check-out.pdf
Check-out must be completed by 1700 on 20 September 2023 even for authorised check-out.

Please click here for the detailed procedures of check-in and check-out.

Section 4
Fees and Payment

Students should pay attention to the arrangement of hostel fees and payment / adjustments of hostel fee arise from rooms swapping:

1) Residents should bear the costs incurred from room clearance and any damage or loss according to the assigned bed place in the room. Penalties will be charged if there are furniture or equipment in the room found damaged / lost / relocated. For damaged furniture / equipment, the penalties will be charged individually (resident A/B/C); for other common facilities of the room, the penalties will be shared equally among the residents in the room.

2) Residents who fail to return the original key / key card by 1700 on 20 September 2023 will be considered as losing the key and will be subject to a penalty of HK$100. **If the resident cannot complete the check-out procedures before 1700 on 20 September 2023, he/she is required to pay a late check-out fee of HK$100 per day (less than one day would be counted as one day), plus a late return of hostel key / key card penalty of HK$100 as compensation.**
Details: https://www.ln.edu.hk/secure/f/upload/49757/indemnity2020-21.pdf

3) If the term-based hostel fee for the new room is different from that of the old room, a pro-rata adjustment for the remaining residential term with effective from 20 September 2023 will be made automatically in your "eHostel Fee Note" on or before 20 October 2023.

4) For students who have to settle additional hostel fees (e.g. swapping from a triple room to a twin room), they will be informed of the availability of the revised hostel fee note by individual emails and are required to settle the additional hostel fee by 31 October 2023. A late penalty of HKD300 will be charged if the additional hostel fee is not settled on or before the due date.

5) For overpaid hostel fee (e.g., swapping from a twin room to a triple room), it will be carried forward to offset the Term 2 Hostel Fee if the student continues to reside in the hostel in Term 2, 2023-24; or it will be refunded through autopay or refund cheque by 15 January 2024 if the student withdraws from the hostel in Term 2, 2023-24.

6) To retrieve your "eHostel Fee Note", please login "myLingnan Portal" via the Homepage of the University and in the left menu select "Academic Matters" --> under "Banner Self-

Services for Academic Matters" select "Student Services"--> select"eFees Note for Student".

◆ **Please <mark>click here</mark> for the online application form – "Hostel Rooms Swapping Application"**
Application Deadline (for Round 1): 2359 on 12 September 2023