

LINGNAN UNIVERSITY
Office of Student Affairs

Hostel Rooms Swapping Application (Term 2, 2022-23)
(for current hostel residents only)

- ◆ Application Period: **16 January 2023 – 29 January 2023**. Late application will not be accepted.

Important Dates:

29 Jan 2023, 11:59pm	Deadline of Hostel Rooms Swapping Application
1 Feb 2023	Announcement of Application Result
3 Feb 2023, 7am-5pm	Room Swapping (Applicants please make sure you are available to swap room on 3 Feb 2023. No early check-in or late check-out requests will be accepted)
6 Feb 2023	Report any damage or missing of equipment and furniture of your newly assigned room, if any
28 Feb 2023	Due date of additional hostel fee payment

Application Procedures:

1. Each student is eligible for swapping room once per residential term.
2. Student residents who want to swap their hostel places shall complete ONE application form. A maximum of 6 student residents can apply for room swapping in one application. Applicant 1 should be responsible to submit all requested information on the application form correctly.
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.

(Example) Successful Application:

Applicant	Current Room	Intended New Room
Student A	HA101A	HB101A
Student B	HB101A	HC101A
Student C	HC101A	HA101A

(Example) Unsuccessful Application:

Applicant	Current Room	Intended New Room
Student A	HA101A	HB101A
Student B*	HB101A	HC101A
Student B*	HC101A	HD101A
Student C	HC101A	HB101A
Student D	HD101A	HC101A

*Student B swapped twice in this application. Student can only swap once in one semester.

- The application result will be announced via email on 1 February 2023. Students can check their updated room assignment via the LU mobile apps.
- Effective date: Successful applicants can move to new hostel places on 3 February 2023, from 7am to 11pm.
- Swapping Procedures and Late Check-out Penalty:** 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 security desk. After completing the check-out procedures, please proceed to the security counter of the respective hostel to perform the check-in procedure. 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 the original room, you are not able to check-in to the new room.

Please note that you should complete the check-out procedures before 5:00pm on 3 February 2023. Check-out beyond 5pm on 3 February 2023 will be counted as late check-out and subject to a penalty of HK\$100 per day. If you do not check-in/out at the security counter in person on 3 February 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.
- Students who have illegally swapped the rooms before 3 February 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.**
- Student should check the furniture and the environment of the room and report any damages to the Campus Support Office by **6 February 2023**, otherwise resident will be financially responsible for the compensations according to the room and bed assigned.
- 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 3 February 2023 will be made

automatically in your "eHostel Fee Note" on or before 10 February 2023. Students would have to settle the additional hostel fee, if any, by 28 February 2023. Students will be informed of the availability of the revised hostel fee note by individual emails. A late penalty of HKD300 will be charged if the additional hostel fee is not settled on or before the due date.

10. For overpaid hostel fee, it will be refunded through autopay or get a refund cheque by 31 March 2023.
11. 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".
12. Please note that OSA reserves the right to revise or suspend the room swapping arrangements following the latest COVID-19 pandemic situation.

◆ **Please [click here](#) for the online application form – “Hostel Rooms Swapping Application”**

Enquiry:

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