

Hung Hom Halls Notice

Dear residents,

The Residential Year 2023/24 will come to an end on 31 May 2024 (Friday). Please pay attention to the following arrangements in connection with check-out and summer residence this year:

A. Check-out arrangement

The residential year of 2023/24 will end by 31 May 2024 (Friday). Hall residents who will not stay for Summer Residence are required to complete the official check-out procedures before the deadline (please click [here](#) for details).

Free Grace Period to residents of different halls

The last check-out date is on 31 May 2024 (Friday). To spread the pressure of the mass check-out, free grace period will be granted to residents in different Halls. To avoid waiting for a long time, please check out before 6pm on the granted free grace period below:

Residents of	Free Grace period	Check-out Counter at lower lounge* (11:00am - 9:00pm)	IMPORTANT: Penalty levied for late check out
Kaiyuan Hall Wuhua Hal Chengde Hall Wuxian Hall	1 June 2024 (Saturday)	17/F 15/F 13/F 11/F	For those who check-out after 2 June 2024, a maximum penalty of \$200/day plus lodging fee of \$52.9/day will be levied starting from 1 June 2024 without any free grace period.
Lizhi Hall Xuemin Hall Lisheng Hall Minyin Hall	2 June 2024 (Sunday)	9/F 7/F 5/F 3/F	For those who check-out after 2 June 2024, a maximum penalty of \$200/day plus lodging fee of \$52.9/day will be levied starting from 1 June 2024 without any free grace period.

*Notes:

- Arrive the Mass Check-out Counter located on the lower lounge of your hall for making appointment with the security guard for completion of official check-out procedures direct. Fill in the registration form if the guard is not at the spot. **Last appointment is at 9:00pm.**
- Security guards will conduct room inventory checking in your presence. Note that after room inventory checking, you will NOT be allowed to re-enter the room.

Remarks: Try your best to check-out in the morning or afternoon. HOURS of WAITING are expected in the evening. Note that merely vacating the room and moving-out of personal properties without going through the official check-out procedures will NOT be regarded as check-out.

Friendly reminder:

- Failure to check-out in time is regarded as violation of hall regulations and shall be subject to disciplinary actions and penalty charges as mentioned above and deemed appropriate.
- Personal properties left in room and common lounge may be disposed of without further notice. The University disclaims any liability for the loss of or damage to those personal properties. Hall residents are friendly reminded to dispose of their unwanted items (bulky or a large quantity) to the rubbish chamber at G/F (Hung Hom Halls).

B. Early check-out on or before 31 May 2024

- As governed by Section K of the [Hall Regulations](#), early check-out on or before 31 May is permitted, but no refund of remaining hall lodging fee will be entertained while the administrative charge for early withdrawal will be waived.
- Should you checkout on or before 31 May 2024, your summer application, if any, will be invalidated. In case you have already accepted the summer offer and settled the relevant hall fees, a cancellation fee of \$500 will be incurred.

C. Summer Residence (1 June – 4 Aug 2024)

If you plan to stay in hall during the Summer Term, you may submit an application for Summer Residence [here](#) on or before **24 April 2024**.

Students may submit late applications at [POSS](#) starting from 2 May. An administration fee of \$200 will be levied on students upon hall offer acceptance of late summer application.

D. E-purse Value in your account

If necessary, you may reimburse the residual e-purse value in your e-purse account at the Hall Reception. Please note that the value remained in the air-conditioning system is non-refundable. **Please avoid adding excessive amount of money to it.**

E. Refund of Hall Caution Money

Remember to register your bank account number at the [Student Account Portal](#) for the refund of Hall Caution Money.

Thank you for your attention and co-operation. Should you have any queries, please email to student.halls@polyu.edu.hk.

Hall Administration
Student Resources and Support Section
Student Affairs Office