

VTC Halls of Residence (Tsing Yi)
RESIDENCE HANDBOOK

IMPORTANT NOTES

The arrangement of student residence at the Hall is subject to the Hong Kong Government relative policies. The Hall Management reserves the right to make any amendments as appropriate without prior notice, including but not limited to amending the residence period, delaying the check-in date or suspending new admissions of residents.

Students should pay attention to notices and emails for updates and announcements before applying / taking up residency in the Hall (where applicable).

This Residence Handbook contains important information about living in the VTC Halls of Residence (Tsing Yi) (hereinafter “HoR(TY)”) and is intended for all students who have been offered a residence place in the Hall.

Please contact the Hall Management Office (hereinafter “HMO”) by phone at (852)2706-0397 or by email at hall-tsingyi@vtc.edu.hk in case you have any inquiry regarding the contents of this Handbook.

The HMO reserves the right to revise this Handbook without prior notice.

In case of doubt or discrepancy between the English and Chinese versions,
the English version shall prevail.

Contents

1.	Amenities and Services	5
1.1	Resident Smart Card (VTC Student Card)	5
1.2	Standard Student Room	5
1.3	Pantries	7
1.4	Common Areas & Shared Common Room	7
1.5	Laundry Facilities	8
1.6	Car Pick-up Service	8
1.7	Telephones	8
1.8	Vending Machines	8
1.9	Network Connection	8
1.10	Garbage Disposal and Removal	9
1.11	Cleaning Service	9
1.12	Repair and Maintenance Service	10
1.13	Mail Service	10
1.14	Loan Service	10
1.15	Assistance	11
1.16	Enquiries, Suggestions and Complaints	12
2.	Check-in and Check-out Procedures	13
2.1	Check-in Procedures	13
2.2	Check-out Procedures	14
3.	Room Assignment and Room Swapping	15
3.1	General Guidelines	15
3.2	Procedures for Room Swapping	16
4.	Rules and Regulations	16
4.1	Preamble	16
4.2	General Rules	17

4.3	Regulations Governing Behavior in Standard Student Rooms.....	20
4.4	Regulations Governing Behaviour in Common and Public Areas	22
4.5	Regulations Governing Residents Entering Rooms or Floors of Opposite Gender	23
4.6	Violations of Rules and Regulations.....	23
5.	Hall Fee Payment Procedures.....	24
5.1	Residence Period and Fee	24
5.2	Late Payment and Non-Payment of Residence Fee	25
5.3	Refund of Deposit.....	26
6.	Summary of Other Fees and Charges.....	27
7.	Early Withdrawal from Residence.....	30
8.	Extension of Stay	30
9.	Safety and Security.....	30
9.1	Fire Safety	30
9.2	Personal Safety and Security	32
9.3	Guidelines under Tropical Cyclone (Typhoon) Warning Signal.....	33
9.4	First Aid Assistance	33
9.5	Safety Precautions and Insurance Coverage for Institute Activities	33

Contacts

1. Hall Management Office (HMO)

Address: Hall Management Office
G/F, VTC Halls of Residence (Tsing Yi)
20B Tsing Yi Road, New Territories

Tel: (852) 2706-0397
Fax: (852) 3905-8533
E-mail: hall-tsingyi@vtc.edu.hk

2. Security Counter (24 hours)

G/F Security Counter located at the side of Halls of Residence entrance
Telephone: (852) 2706-0815

1. Amenities and Services

1.1 Resident Smart Card (VTC Student Card)

- 1.1.1 Your VTC Student Card will be configured to function as a Resident Smart Card by the Hall Management Office (HMO) when you check-in.
- 1.1.2 Resident Smart Card is an identification document and is non-transferable. Unauthorized use, possession or duplication of the Resident Smart Card is strictly prohibited. Residents or visitors found in possession of resident cards not assigned to them will face disciplinary action. Residents will also be required to pay an administration fee if they seek help from Hall staff to open their rooms in case they forget to bring the Resident Smart Card Please see “Summary of Other Fees and Charges” in Section 6.
- 1.1.3 The Resident Smart Card functions both as a key to the Hall main entrance and your room and as a stored-value card for operating the laundry machines and air-conditioning in students’ rooms.
- 1.1.4 Residents can also top up their Residence Smart Card and check the balance of the card via the Add Value Machines in the Hall.
- 1.1.5 Residents can use the Octopus card functions or self-service add-value machine to add value to their smart cards:
1. Insert the smart card into the card reader
 2. When the green light is on, please insert HKD \$50 / \$100 banknotes / or use Octopus card top-up services
 3. After the add-value process is completed, collect the receipt

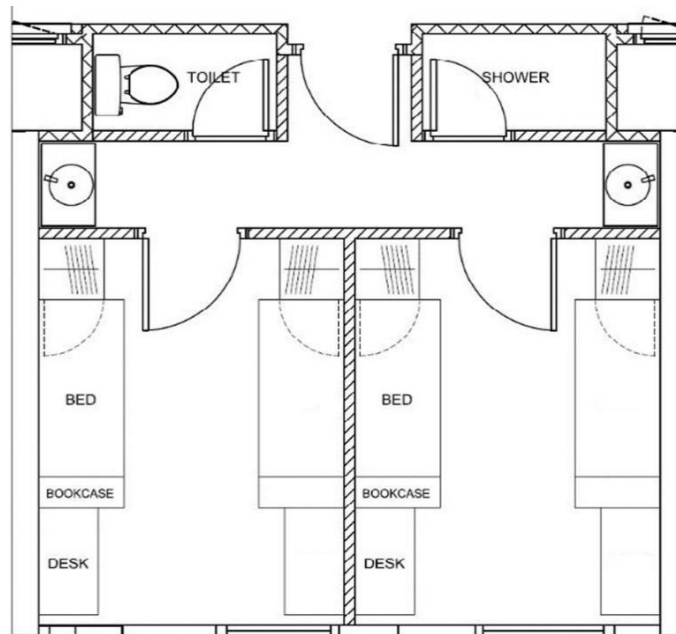
1.2 Standard Student Room

- 1.2.1 Student residents should bring the following items for their own use when moving into the Hall:
- Bed sheet [*for a mattress of dimension 2000mm (L) x 740mm (W) x 50mm (T)*], pillow with pillow case, quilt and cover sheet.
 - Personal accessories, such as towel, soap, toothpaste, toothbrush, mug, slippers, toilet paper etc.
- 1.2.2 Each Bedroom room is equipped with the following provisions:
- One single bed with mattress, one writing desk with drawers, one chair, one wardrobe with drawers and power sockets

- Air-conditioner (operated by Resident Smart Card)
- One ceiling lights
- Curtains
- Mosquito net (installed on windows)
- Electronic door access
- Wi-Fi hotspot and LAN socket (Residents need to bring their own broadband cable and connect to the Internet through the "VTC-Student" network)

1.2.3 For AY2024/25, residents of the same gender can fill in expected roommate's information for matching requests before the deadline for the AY2024/25 check-in arrangements / will be randomly assigned to share a standard unit of accommodation consisting of two adjacent single rooms (i.e. two students being offered a twin bed bedroom). Residents can submit an application for room swapping to the HMO after check-in if necessary. Please see "Room Assignment and Room Swapping" in Section 3. The HMO has the final decision on allocation of residence places. Residents in the same unit will share a set of washroom and bathroom, with a single bed, writing desk and wardrobe provided to each of them.

Floor Plan of a Standard Unit of Accommodation:



1.2.4 Electricity, water and Wi-Fi charges are included in the residence fees, except for air-conditioning and usage of laundry machines. Please see "Summary of Other Fees and Charges" in Section 6.

1.3 Pantries

- 1.3.1 Pantry facilities are available on each floor. Each pantry provides microwave oven, induction cooker, refrigerator, water purifier and water boiler for use in light cooking. Please note that all used items must be cleaned and residents are requested to take care of all public facilities.
- 1.3.2 The refrigerator at the pantry is a hall facility that shall be mutually shared amongst residents. However, the HMO shall not be responsible for damage and loss of items in the fridge.
- 1.3.3 Residents should properly store items in the refrigerator and clearly label their name or room number. The HMO will regularly clean up any food and drinks that are not properly stored or without names or room numbers.
- 1.3.4 Residents could arrange their own small refrigerators in their rooms with the HMO's permission. Please see "Summary of Other Fees and Charges" in Section 6.
- 1.3.5 Residents are responsible for storing and keeping their own kitchenware, appliances, utensils, etc., in their rooms. The HMO or Assistant Wardens will regularly inspect and remove items stored in common areas to ensure there is enough space for all residents to use.

1.4 Common Areas & Shared Common Room

- 1.4.1 The common areas on each floor are equipped with essential furniture, laundry machines, and pantry facilities.
- 1.4.2 Shared Common Rooms are located on 4/F, 7/F and 10/F, each also equipped with televisions and sofas. On 1/F, some recreational items (such as table chess, American pool and air hockey) for residents to play in the shared common area. Please put it back in its original place after use. You can contact the HMO for details.
- 1.4.3 The Multi-purpose Room 3 at G/F is a 24-hour self-study room where residents can study individually or in small groups. For details, please inquire with the security guard. If it is closed for other activities, notices will be posted to inform the residents.
- 1.4.4 Televisions are for the use of all residents, and must not be used for

public viewing, watching, exhibition of indecent content or materials with copyright and / or trademark from unknown or illegal sources.

- 1.4.5 Courtesy should be observed when using television and recreational facilities in the common rooms and common areas.

1.5 Laundry Facilities

- 1.5.1 With the recharged smart card, residents can use the washing machines and dryers on the floors. Please follow the usage instructions on the labels of the washing machines and dryers carefully. Residents should not overload the washing machine with excessive clothes or use excessive amounts of laundry detergent. The weight of clothes should not exceed the washing weight limit of 8 lbs.
- 1.5.2 If you encounter problems using the laundry machines, please do not forcibly open the washing machines / dryers. Please report to G/F Security Counter or the HMO immediately.

1.6 Car Pick-up Service

Parking is not available for residents and visitors except for temporary loading and unloading of luggage or goods.

1.7 Telephone

A telephone is provided at G/F Security Counter for local phone calls.

1.8 Vending Machines

Vending machines for snacks and drinks are available by using Octopus cards located at G/F, 4/F, 7/F and 9/F.

1.9 Network Connection

- 1.9.1 Wired network access points are available in each room. Residents can obtain network access by connecting their computer equipment to the data port in their rooms. All rooms are also covered by WIFI network. Internet is accessible via the VTC Campus Network through the wired and wireless network.

1.9.2 Access to the WIFI network can be accomplished as follows:

1.9.2.1 For THEi / SHAPE / IVE / HKDI / ICI / CCI / MSTI / YC / WMG Students:

You can follow the procedures for VTC students.

1.9.2.2 For Visitors:

Please refer to instructions provided at the Hall premises.

1.10 Garbage Disposal and Removal

1.10.1 Residents are required to dispose of their garbage in rooms and toilets daily. Following the labels on the rubbish bins in the room, separate recyclable and non-recyclable waste, and place it in the green garbage collection bin next to the cargo lift on each floor before the daily cleaning time. The cleaning staff will collect the garbage at the designated time each day. Additionally, a large green garbage bin has been placed behind the HMO for collecting larger items of trash.

1.10.2 Besides the Hall Management Office, there is a One-stop Recycle Station where residents can recycle items such as paper, clean plastics, aluminum, and glass. Before recycling, ensure that recyclables are cleaned and sorted according to different categories. Recyclables must be separated from other waste. Residents can also deposit old clothes, books, and small appliances into the recycling bins for reuse.

1.10.3 Residents are responsible for disposing of large-volume waste themselves and prior arrangements should be communicated and made with the HMO. No sizable garbage could be disposed of casually to avoid dangerous situations.

1.11 Cleaning Service

1.11.1 All common areas and lobby areas will be cleaned by the cleaner daily.

1.11.2 The HoR(TY) does not provide housekeeping service. Simple cleaning in the toilets and bathrooms of the student rooms will be provided regularly. Residents are required to clean the room by themselves,

and cleaning tools eg. mops, brooms and vacuum cleaners , etc., can scan the QR code at the security counter in the lobby to fill out the online borrowing request form.

1.12 Repair and Maintenance Service

1.12.1 Any damages to or malfunctioning of facilities in student rooms and common areas must be reported immediately to the HMO by completing the online Maintenance Request Form. You can approach G/F Security Counter to scan the QR code for the Form. Residents will not be charged for damages due to normal wear and tear. For damages resulting from misuse, vandalism, abuse, accidents, and unauthorized modifications, the HMO will collect from residents for the necessary repair, cleaning, and maintenance fees. The amount for repair and maintenance fees will be assessed by the hall office based on the extent of damage.

1.12.2 The HMO and its authorized agents have the right of access to all student rooms for repair, maintenance, and emergency or safety purposes.

1.13 Receiving Letters

1.13.1 Letters (indicating addressee and room number) received for residents will be kept at the Security Counter. Residents will be notified via a message left on the room door. Security and the HMO will not receive packages or goods on behalf of residents.

1.14 Loan Service

1.14.1 BBQ Stove and BBQ Pitch

The Hall provides BBQ stoves and BBQ pitch for borrowing. Please see “Summary of Other Fees and Charges” in Section 6. Users can scan the QR code and complete the booking procedure at the HMO during office hours.

1.14.2 Items of the Hall

The Hall provide cookers, induction cookers, vacuum cleaners, ironing boards and irons for residents to borrow at Security Counter by completing the online Request Form. You can approach Security Counter to scan the QR code for the Form. Please note that all borrowed

items must be cleaned and returned before the borrowing period. For details, please contact the HMO. If residents do not return the borrowed items on time, a fine will be imposed. Please see “Summary of Other Fees and Charges” in Section 6.

1.15 Assistance

1.15.1 General assistance from the HMO is provided to residents during its opening hours:

Monday to Friday: 8:30-19:00

Saturday, Sunday and Public Holiday: Closed

1.15.2 Residents with a disability requiring special accommodation arrangements, such as those with mobility issues, pregnant residents, etc. should approach the HMO in advance to coordinate the necessary support.

1.15.3 Security services are provided at the G/F Security Counter 24 hours from Mondays to Sundays, including Public Holidays.

1.15.4 In case of an emergency after the HMO’s office hours, residents may call emergency hotline.

1. Mobile Medical Aid Dispatch Center: 2735 3355
2. Emergency Hotline: 999
3. Security Counter: 2706 0815
4. If you have called Mobile Medical Aid Dispatch Center or Emergency Hotline, please inform Security Counter for follow-up.

1.15.5 The assistant warden team will provide residents with timely and appropriate support services and assistance, such as room change requests, coordinating daily life arrangements, or organizing common area arrangements on the floor. You may approach our Assistant Wardens (AWs) when necessary.

You can scan the QR code to know more about our AWs.



1.16 Enquiries, Suggestions and Complaints

1.16.1 Halls of Residence is very keen to receive feedback from students on all aspects of the Institute. The HoR(TY) have put in place various communication channels/methods for residents to convey their views and feedback. The HMO encourages residents to directly contact the Assistant Warden or HMO's staff, aiming to promptly resolve issues.

(1) Contact the Assistant Warden via email:

Assistant Warden	Email
Mr. Tang (2/F)	korfball73@vtc.edu.hk
Mr. Chan (2/F)	tkfchan@vtc.edu.hk
Dr. Liu (3/F)	yhliu@vtc.edu.hk
Mr. Yuen (4/F)	ygyuen@vtc.edu.hk
Mr. Chu (5/F)	patrickchu@vtc.edu.hk
Mr. Hsu (6/F)	kennyhyp@vtc.edu.hk
Ms. Tam (7/F)	yammytam@vtc.edu.hk
Ms. Pang (8/F)	kwankwan05@vtc.edu.hk
Ms. Lui (9/F)	ariellui@vtc.edu.hk
Ms. Chan (10/F)	chanpljenny@vtc.edu.hk
Mr. Tsoi (11/F)	johncytsoi@vtc.edu.hk

(2) Contact the HMO:

i) Visit the hall office in person

ii) Call 2706 0397

iii) Email at hall-tsingyi@vtc.edu.hk

Resident may make a suggestion on any matter by raising it with the Hall Management Office and the Student Development Officers.

1.16.2 If a resident submits an enquiry via email, phone, or in person at the HMO, the HMO will provide a written response or take follow-up actions within 10 working days of receipt.

1.16.3 There is an Officer in each Halls of Residence to ensure that each complaint is processed expeditiously and properly. Residents can submit complaints to the HMO. Complainants will not face disciplinary action for making complaints in good faith. However, if a resident makes a malicious complaint, disciplinary action may be taken.

1.16.4 Complainants are expected to identify themselves. The Halls of Residence will consider the content of an anonymous complaint and decide whether the complaint should be further processed.

1.16.5 All complaints will normally be acknowledged in writing within 5 working days from receipt of a complaint and a reply stating the findings of the investigation will normally be made within 14 working days after acknowledgement of receipt of the complaint. The complainant or his / her authorised representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

1.16.6 If residents have any suggestions or feedback regarding Hall operations/policies, they are welcome to nominate themselves to

become members of the VTC Halls of Residence Management Committee to voice their opinions at committee meetings.

2. Check-in and Check-out Procedures

2.1 Check-in Procedures

2.1.1 Registration

2.1.1.1 Complete the Online Resident Registration Form before / upon check-in.

2.1.1.2 Present your Student ID Card and HKID Card / Passport / Travel Document to the HMO.

2.1.1.3 The items to be filled / provided and downloaded during check-in include:

	Card / Form	Remarks
i.	Resident Smart Card (to be configured by VTC Student Card)	The card is used as a key to access to the Hall, a door key and as a stored-value smart card for operating the washing machines, dryers and air-conditioners.
ii.	Submit an online Checklist of Room Facilities	Residents must check the room facilities and submit any reports within the designated timeframe.
iii.	Residence Handbook (electronic version)	The Handbook provides useful information and regulations about residence in the Hall.

2.1.2 Checking of Room Inventories / Room Conditions

2.1.2.1 Within the designated timeframe, residents must submit their room inspection records online, including but not limited to the condition of the air conditioning system, furniture, and bedding.

2.1.2.2 If no notification has been received within one week after check-in, you will be held responsible for any lost or damaged inventory items, except for normal wear and tear found thereafter, which will result in a levy of repair /

replacement cost.

2.1.3 Move in

- 2.1.3.1 Beddings, including pillow, pillow case, linen, bed sheet, blanket, toilet paper, and other sanitary products , etc., will not be provided by the Hall. You are also advised to bring along your own daily use apparel and toiletries items.
- 2.1.3.2 Residents who need to drive-in their cars / hired vans into the Hall during move in are normally allowed for 30 minutes for luggage drop-off by informing the security guard on duty in advance.
- 2.1.3.3 Family members or friends accompanying residents for the move-in should register as visitors at the Security Counter of the Hall upon arrival and departure. Please refer to Section 4.6.

2.2 Check-out Procedures

- 2.2.1 Complete the check-out procedures with the HMO at the designated time on the last day of the stay. A penalty charge and the accommodation fee for that day will apply for late check-out after the designated time, unless prior consent has been obtained from the HMO with justifications. Please see “Summary of Other Fees and Charges” in Section 6.
- 2.2.2 Return the rooms in the same condition as check-in.
- 2.2.3 Check-out procedures include:
 - 2.2.3.1 Keep the fixed furniture in its original condition (except for normal wear and tear) before you move out. All personal belongings must be removed and the room must be properly cleaned up. To declare the room condition. Residents must submit an online checklist of room facilities before the HMO staff or Security Guard inspection.
 - 2.2.3.2 The HMO staff or Security guard will verify the room condition after receiving the online checklist of room facilities.
 - 2.2.3.3 Ensure the online “Checkout Form” and "survey" are submitted to

the HMO for deregistration. Any damage, loss, and outstanding charges should be settled at the HMO (if applicable) before moving out.

- 2.2.4 If large items such as personal furniture are not removed from the room, the resident will be required to settle the removal fee.
- 2.2.5 Residents will be levied replacement and compensation charges for any missing or damaged items during check-out.
- 2.2.6 All damages, except normal wear and tear, will be charged to the resident(s) responsible for the damage. Roommates should discuss before checking out who is responsible for the damages, otherwise, the damages will be divided equally between roommates.
- 2.2.7 Residents will be levied with a penalty charge per room if they fail to properly clean up their rooms, restore the furniture upon check-out, or complete the check-out procedures as required. Please see “Summary of Other Fees and Charges” in Section 6.
- 2.2.8 Residents who moved out or left without notifying the HMO and going through the check-out procedures will continue to be charged for the remaining residential period.
- 2.2.9 If residents have completed the check-out procedures, settled all outstanding fees owed to the Hall and the HMO accepts the room conditions after checking, the deposit shall be refunded to the residents via the Finance Office to the student bank account. Students should update their bank account in MyPortal if necessary.
- 2.2.10 The Hall will not provide any mail re-direction or notification service for residents who have moved out. Residents should notify relevant parties about the change of postal address after moving out.

3. Room Assignment and Room Swapping

3.1 General Guidelines

- 3.1.1 Applicants, who apply for AY2023/24 residence, can fill in expected roommate’s information for matching requests before the deadline for the AY2024/25 check-in arrangements. Room will be randomly assigned at

the sole discretion of the HMO. Special situations (if any) should be notified to the HMO for consideration before a deadline announced by the HMO.

- 3.1.2 The HMO reserves the right to make room assignments and reassignments, assign new residents to vacant spaces , etc. as it deems necessary, e.g. to best meet the needs of the residential populations or to make the most effective use of available residence spaces. Where the relocation of residents to other rooms is necessary, the HMO will normally serve the residents at least 7 days notice in advance.
- 3.1.3 Room assigned to residents by the HMO shall remain for the whole residential period. Residents are not allowed to change rooms or swap rooms with other roommates without the approval of the HMO and the Assistant Warden (AW). Room swapping is normally not approved unless with valid reasons. Residents are required to submit an application for room swapping to the HMO if necessary. The application fee is HK\$150, please see “Summary of Other Fees and Charges” in Section 6 for details.
- 3.1.4 When moving in, residents are strongly encouraged to make use of every opportunity to contact with your roommates through effective communication and mutual respect.

3.2 Procedures for Room Swapping

- 3.2.1 Residents may apply for room swapping with the HMO by completing the “Application for Room Swapping” and provide valid reasons to substantiate the application if conflicts or differences still cannot be resolved after seeking assistance from the AWs or HMO. If residents encounter difficulty in finding another roommate, they can also seek assistance from the AWs.
- 3.2.2 Room swapping is not allowed without the prior approval of the HMO and AWs. Otherwise, the residents will be subject to a charge for the unauthorized room swapping and will be required to move back to the original room assigned. Please see “Summary of Other Fees and Charges” in Section 6. The HMO also reserves the right to refer individual cases to the Disciplinary Hearing Committee for handling.

4. Rules and Regulations

4.1 Preamble

- 4.1.1 Full-time and Part-time students undertaking full-time Vocational and Professional Education and Training (VPET) programmes at the study level of Master's Degree (Full-time students only), Bachelor's Degree, Higher Diploma and Diploma of Foundation Studies in VTC and preparing for transition from education to work are welcome to reside in the Hall.
- 4.1.2 Residence in Hall is regarded as part of the learning process. Not only does it offer additional opportunities for students to learn from one another, it also gives students chances to develop their social skills, self-discipline, and helps foster a sense of respect towards others in a community. All these skills and attributes are essential for building a strong foundation for students before their entry into the workforce. The Code of Student Conduct and Disciplinary Procedure formulated by the VTC to guide student behavior shall thus also apply to residents in the Hall of VTC.
- 4.1.3 These regulations aim to support and strengthen the responsible and mature behavior of all residents in order to achieve the following objectives of the Hall as a "Life Skills Education Centre":
 - 4.1.3.1 To safeguard the well-being of all residents and the security of all Hall properties and premises;
 - 4.1.3.2 To build and maintain a caring and harmonious relationship among all residents;
 - 4.1.3.3 To create an enriching environment which facilitates learning and personal development;
 - 4.1.3.4 To enhance the socialization and community living of all residents so as to build a strong sense of belonging to the Hall and the VTC; and
 - 4.1.3.5 To support and promote responsible citizenship and a healthy lifestyle.
- 4.1.4 Pursuant to the objectives set out above, the VTC requires residents and their visitors to comply with these Regulations, and any additional rules and reasonable requirements of the HMO relating to these regulations.

4.2 General Rules

- 4.2.1 Residents must follow all rules and regulations of the VTC Halls of Residence. Residents found violating the rules and regulations in the VTC Halls of Residence, appropriate disciplinary actions would be taken accordingly. For severe cases, immediate expulsion from the Hall would be resulted.
- 4.2.2 All activities held in the Hall must be conducted in accordance with the relevant regulations.
- 4.2.3 Residents are obliged to follow the general rules, as follows:
 - 4.2.3.1 cooperate with and follow any reasonable instructions of the HMO and HMO staff;
 - 4.2.3.2 take good care of all properties of the Hall. Residents are not allowed to move or dismantle fixed furniture in the rooms without permission, including removing screws or metal plates. If such actions are discovered, the HMO will charge residents for replacement or repair costs
 - 4.2.3.3 maintain the cleanliness of all areas of the Hall;
 - 4.2.3.4 exercise economy in the use of electricity, water, and supplies;
 - 4.2.3.5 take good care of personal belongings as the Hall shall not be held responsible for any loss or damage to residents' belongings under any circumstances;
 - 4.2.3.6 comply with all safety regulations; report acute illness or accidents immediately to the HMO during office hours at Tel: 2706 0397 or Security Counter during non-office hours at Tel: 2706 0815 or AWs;
 - 4.2.3.7 If there is an emergency, residents can directly contact the Mobile Medical Aid Dispatch Center for ambulance dispatch (Tel: 2735 3355) and inform the Security Counter to arrange for medical personnel to provide support on site.
 - 4.2.3.8 maintain a level of reasonable quietness at all times, including but not limited to quiet hours (23:00 to 07:00) and/or during examination periods;
 - 4.2.3.9 maintain a peaceful living environment;
 - 4.2.3.10 keep the door of one's room open when any person of the opposite gender is visiting; and
 - 4.2.3.11 keep the Resident Smart Cards in good possession and must not duplicate / lend the cards for any purpose(s).
- 4.2.4 The following behaviors are strictly prohibited in the Hall:

- 4.2.4.1 any conduct that violates the laws of Hong Kong;
- 4.2.4.2 possession, use, distribution, selling or manufacturing of illegal drugs, narcotics or controlled substances;
- 4.2.4.3 engaging in violent, offensive or indecent acts (e.g. sexual harassment), or vandalism;
- 4.2.4.4 unauthorized visits, access or occupancy; or letting / sub-letting of any rooms in the Hall premises;
- 4.2.4.5 Intentionally interfering the smoke detectors, e.g. covering the smoke detectors with objects.
- 4.2.4.6 throwing objects from a height;
- 4.2.4.7 alteration or remodeling of the building, facilities or rooms in the Hall;
- 4.2.4.8 gambling and consumption or storage of alcoholic beverages;
- 4.2.4.9 Smoking, using tobacco, or possessing related smoking paraphernalia;
- 4.2.4.10 possession and storage of dangerous or flammable materials;
- 4.2.4.11 activities that may generate open flames or constitute fire hazards or trigger off the fire alarm system, such as burning candles, incense, aroma oil, having hot pots / cooking in bedrooms , etc.;
- 4.2.4.12 installation and use of devices with high electricity consumption (e.g. heater) which may impose threats to the safety of the Hall without prior permission of the HMO;
- 4.2.4.13 installation and / or hanging of items at the exterior of the building, rooms or in common areas without prior permission of the HMO;
- 4.2.4.14 engaging in any act that may cause personal injury, property damage, or problems that affect other residents;
- 4.2.4.15 duplicating or lending smart cards (i.e. Student Card) to others;
- 4.2.4.16 having visitor(s) or person(s) of the opposite gender in one's room after permissible hours (i.e. after 20:00 and 22:00 respectively);
- 4.2.4.17 causing nuisance (e.g.making noise), disturbance or inconvenience to others at the Hall;
- 4.2.4.18 keeping of pets;
- 4.2.4.19 entry to another resident's unit / room without their prior permission;
- 4.2.4.20 distributing and posting printed material without prior permission of the HMO;
- 4.2.4.21 violating any rules and regulations as deemed applicable from time to time by the HKSAR Government or the Hall

Management for upkeeping public hygiene, disease control or related emergency conditions; and

4.2.4.22 any commercial activities.

4.3 Regulations Governing Behavior in Standard Student Rooms

- 4.3.1 Assigned rooms must not be let or sub-let to others. Violation of the rule will result in immediate expulsion from the Hall.
- 4.3.2 Swapping rooms without approval from the HMO is strictly prohibited. Residents contravening this regulation will be required to move back to the originally assigned rooms and pay a fine for each incident. Please see “Summary of Other Fees and Charges” in Section 6.
- 4.3.3 Residents’ belongings should be as simple as possible, and should be safely kept.
- 4.3.4 Residents may invite visitors to the Hall and, in doing so, they should carefully read and adhere to the visitor management rules and regulations outlined in the relevant sections. For more details, please refer to the latest guidelines available at the security lobby.
- 4.3.5 Residents should respect the privacy of roommates.
- 4.3.6 Residents are responsible for keeping their own rooms clean and tidy. While basic regular cleaning on the toilet and the shower room is provided, residents should be responsible for the cleanliness of these areas. If sanitary standard is found unacceptable during the regular room inspections by the HMO staff, the HMO will arrange to clean the rooms, and the resident(s) will be charged for such arrangement. {Please see “Summary of Other Fees and Charges” in Section 6.}
- 4.3.7 Cooking is not allowed in student rooms.
- 4.3.8 Walls must be kept clean and intact. Nail and screw holes should not be made on the walls. Residents will be held responsible for the cost of repair and maintenance resulting from damages done with posters, pictures or other decorations attached to walls and furniture. Do not stick stickers on walls, doors, and furniture. If any damage occurs or

stickers find, the HMO will charge a maintenance fee. Please see “Summary of Other Fees and Charges” in Section 6.

- 4.3.9 Garbage in rooms, toilet or unit should be disposed of daily to the green garbage collection box next to the cargo lift on the floor
Residents are also encouraged to separate garbage categories and put them in One-stop Recycle Station where located behind HMO. Disposal of sizable garbage should be arranged with the HMO separately at the cost of the residents.
- 4.3.10 Windows and doors should be locked and all electrical appliances should be turned off before leaving the rooms.
- 4.3.11 Electrical appliances of low energy consumption, such as table lamps, personal computers, radios , etc., are allowed to be used in rooms. However, those of high energy consumption, such as, but not limited to heaters, televisions, refrigerators, ovens or other sizable electrical appliances , etc., should not be used in rooms unless with the express permission of the HMO. A surcharge per item per year will be levied for the use of electrical appliances of high energy consumption if permission is granted. All electrical appliances must meet the safety standards of the Electrical & Mechanical Services Department of the HKSAR Government. Violation of the rules will result in a fine for each incident. Please see “Summary of Other Fees and Charges” in Section 6.
- 4.3.12 The HMO reserves the right to authorize entry into student rooms in the Hall with or without prior notification to or the presence of the residents when such entry is deemed necessary, such as in the case of an emergency, accident, fire or other disaster or incident of criminal nature; or for management purposes such as repair and maintenance of facilities, investigation of violations of terms and conditions, surprise room check to ensure compliance with the Hall regulations. Advance notice to residents may be made as far as practicable but is not guaranteed.
- 4.3.13 Residents are not allowed access to other residents’ rooms without their explicit permission.
- 4.3.14 Residents’ unit / room must be left in the same condition as prior to move-in when residents move-out.

4.4 Regulations Governing Behaviour in Common and Public Areas

- 4.4.1 No entry is allowed in any area other than the living area, such as in the electric room, machine room, pump room and rooftop of the HoR(TY) unless in the case of an emergency or disaster or with prior permission from the HMO.
- 4.4.2 Residents should be properly dressed in the common and public areas of the Hall.
- 4.4.3 The Hall's properties should be handled with care. Residents should not interfere with or deface existing fixtures, fittings and furniture, or install new utilities or fittings. Residents will be charged the repair cost if any alteration or damage is found.
- 4.4.4 Furniture and equipment placed or installed in public areas of the Hall should be used with meticulous care. Residents will be held liable for the replacement or repair cost for any damage of furniture and equipment. Please see "Summary of Other Fees and Charges" in Section 6.
- 4.4.5 Pantries and pantries floor should be kept clean and tidy after use. They are provided for boiling water or preparing light meals only. Only electrical appliances, such as electric pot , etc., are allowed to be used in pantries. If residents need to keep their personal utensils in the pantry, please label them with your room number. Otherwise, the items will be disposed of without further notice. Please note the latest arrangement from the HMO about the pantry arrangement. The AWs will assist residents in coordinating arrangements. Please use the pantry with courtesy and orderliness.
- 4.4.6 Furniture, equipment, and magazines, etc., in common areas should be kept as where they are. Taking away, borrowing or relocation of any equipment, newspapers, periodicals, or public properties of the Hall without prior approval from the HMO is strictly forbidden.
- 4.4.7 Residents are allowed to watch television in public areas, at a volume level designated by the HMO not causing any undue disturbance to other residents.
- 4.4.8 Personal items should not be left unattended in public areas of the

Hall. Any personal item found in public areas may be removed or disposed of by the HMO without notification and compensation.

4.4.9 Residents should avoid making excessive noise or engaging in any inappropriate behaviour that affects other residents.

4.4.10 Washing or drying clothes should be done at the designated laundry areas located at each floor. Drying or hanging wet clothes is prohibited in all other common areas of the Hall. The HMO reserves the right to remove or dispose of the clothes found hanging in such areas without prior notice.

4.4.11 Anything or decorations attached to windows that can be seen from outside of the building are not permitted.

4.5 Regulations Governing Residents Entering Rooms or Floors of Opposite Gender

Residents should not enter rooms or residence areas of the opposite gender between 22:00 to 08:00 on the following day, all days of the week.

4.6 Violations of Rules and Regulations

4.6.1 Residents should abide by all rules and regulations established by the HMO and the reasonable orders or requests of the HMO staff. Violations of rules and regulations and failure to follow the reasonable order of the HMO staff will result in disciplinary actions, which include, but are not limited to one or more of the following:

4.6.1.1 Verbal warning;

4.6.1.2 Written warning;

4.6.1.3 Suspension / revocation of visitation privileges;

4.6.1.4 Reassignment to another room or floor;

4.6.1.5 Confiscation of any appliances or items which are not allowed to be brought into the Hall, or items that are used in such a way as to disturb or endanger others;

4.6.1.6 Fines;

4.6.1.7 Temporary suspension of residence;

4.6.1.8 Suspension of Hall Residence;

4.6.1.9 Expulsion from the Hall;

4.6.1.10 Records may be copied to the academic department in which the resident is enrolled; and

4.6.1.11 Being filed in disciplinary records that may affect eligibility and / or priority in future residence application.

- 4.6.2 If the resident cannot be reached, the HMO will contact their programme coordinator or family members.
- 4.6.3 Residents who have received a written warning, suspension of residence or eviction from the Hall, may appeal in writing with justifications stated to the HMO within 14 days from the date of the written notice of sanctions.
- 4.6.4 Residents who receive 3 written warning letters within the same residential year (or violates other serious incidents / damages dormitory rules), they will be terminated of hall residence immediately and permanently. The record may be forwarded to the department of the resident's academic program.
- 4.6.5 No refund of residence fees will be made for the period of suspension or expulsion from the Hall imposed as a disciplinary action.
- 4.6.6 The HMO staff or AWA will conduct surprise inspections regularly. If any violations of dormitory rules are found, verbal or written warning letters will be issued.
- 4.6.7 Receipt of any warnings may affect a student's future eligibility or priority for Hall residence and / or room allocation.

5. Hall Fee Payment Procedures

5.1 Residence Period and Fee

- 5.1.1 Pre-employed youth preparing for transition from education to work and studying the following full-time and part-time Vocational and Professional Education and Training (VPET) programmes offered by VTC are eligible to submit residence applications:
- Master's Degree (full-time students only)
 - Bachelor's Degree
 - Higher Diploma
 - Diploma of Foundation Studies
- 5.1.2 Residence period (covering Semester One and Semester Two) is normally from 1 September to 30 June of the following year (a 10-month period). (Note: Residence period and accommodation fee for

students of SHAPE/ WMG may be adjusted according to students' enrolment periods.)

5.1.3 Accommodation fee (for AY2024/25):

		Monthly Room rate for AY2024/25		
Level of study	Occupancy	Full-time Local Students	Full-time Non-local Students	Part-time Students
Master's degree	Shared occupancy	\$2,400	\$3,000	N/A
	Single occupancy	\$5,000	\$6,200	N/A
Bachelor's Degree, HD & DFS	Shared occupancy	\$1,800	\$2,200	N/A
	Single occupancy	\$3,800	\$4,600	\$5,500

5.1.4 Two instalments of accommodation fee shall be settled before confirming the accommodation and by February of the following year respectively. The fee must be paid in full and non-refundable. There will not be any refund of accommodation fee arising from late check-in or early withdrawal.

5.1.5 A refundable deposit of HK\$1,000 shall be charged and paid together with the 1st installment of accommodation fee, which will be refunded to residents after completion of the committed residence period, less any restitution charges for damage or loss of hall property (if applicable).

5.1.6 Please refer to the "Demand Note" for payment procedures and details.

5.2 Late Payment and Non-Payment of Residence Fee

For 1st Instalment

Late payment or non-payment of the required amount of deposit and accommodation fee will render the residence place offered null and void. In such case, the applicants shall be regarded as withdrawal and non-acceptance of the residence place.

For 2nd Instalment

Late payment for 7 days of the specified due date will be charged an administrative fee. Please see “Summary of Other Fees and Charges” in Section 6. . The resident who fails to make the payment within the updated payment deadline has to check out on or before March 31, the last day of the first instalment of the Hall fee.

5.3 Refund of Deposit

- 5.3.1 Deposits will be refunded to residents after check-out and settlement of all outstanding fees incurred during residence in the Hall, subject to clause 2.2.9.
- 5.3.2 If the outstanding fees are not settled on the check-out date, the outstanding claims will be deducted from the deposit and you will only be refunded with the remaining balance, if any.
- 5.3.3 You are required to complete an online “Check-out Form” before check-out.

For Non-local students requesting a refund by Telegraphic Transfer (applicable only to non-local students):

If you cannot provide a bank account in Hong Kong, arrangement can be made to deposit the money directly into your overseas bank account via telegraphic transfer. The bank processing fee and other bank charges imposed for telegraphic transfer will be fully borne by you and deducted directly from the refund. In addition, the exchange rate applied by the bank for the conversion of Hong Kong dollars into the local currency of your homeland may also affect the final amount to be remitted to you. The VTC Halls of Residence will not accept any responsibility for all bank charges associated with telegraphic transfer and losses due to exchange of foreign currency. If you opt for a refund via telegraphic transfer, you are required to provide a bank account that accepts telegraphic transfer and all other bank information to the HMO in advance. Depending on the country and currency, refund via telegraphic transfer may take more than 6 weeks.

6. Summary of Other Fees and Charges

No.	Items	Charges (in HK Dollars)
A. Auxiliary Service Charge		
1.	Air-conditioning Charge	Approx. \$2 per kilowatt-hour
2.	Extra Cleaning Service of Room	\$100 per time
3.	Loan of Bed Items	\$30 per day per bed or \$100 per week per bed
4.	Resident-initiated Room Change	\$150 per application for each swapping (2-person)
5.	Sales of Goods (e.g. bedlinens)	Cost plus 30% administration overhead
6.	Administrative Fees for Other Services (e.g. removal of large furniture items)	\$100 plus service cost
7.	Installation and Use of Electrical Appliances with high electricity consumption inside the room (e.g. heater, television, fridge, etc.)	\$300 per approved item per year (subject to approval)
8.	Printing Charge	- \$0.3 per A4 page (black & white) - \$2 per A4 page (color) - \$0.6 per A3 page (black & white) - \$4 per A3 page (color) [paper to be provided by residents]
9.	Washer Charge	\$10 per cycle (45 mins)
10.	Dryer Charge	\$1.2 per 5 minutes (i.e. \$10.8 per 45-mins cycle)
11.	Rental of BBQ Stove and BBQ Pitch	\$105 per rental usage(maximum 6 hours)
B. Administrative/Penalty Charges		
12.	Notification of Cancellation of Long-stay Residence before Commencement of the Residence Period (e.g. 1 September of every year)	\$800 per application
13.	Late Return of Loan Equipment	\$50 per day per item
14.	Claim Back of Confiscated Properties	Residents are not allowed to claim back the confiscated items
15.	Door Opening Charge	\$50 per time

No.	Items	Charges (in HK Dollars)
16.	Improper Check-out Charge (not completing check-out procedures or not cleaning up/restoring the furniture before check-out)	\$200 per person
17.	Early Withdrawal of Residence	No refund of residence fees under normal circumstances
18.	Late Arrival Charge	No refund of residence fees under normal circumstances
19.	Late Check-out Charge	\$150 per day plus daily rate of short stay residence (i.e. \$250 per bed per night for local guest / \$200 per bed per night for non-local guest)
20.	Late Payment of Overdue Accommodation Charge	\$100 administration charge for payment not settled after 7 days from the payment due date
21.	Loss/Damage of Temporary Resident Smart Card/Room Key	\$100 per card/key
22.	Loss/Damage of Other Miscellaneous Items	Replacement cost after assessed by the HMO of each item plus 30% administration overhead
23.	Penalty charge for the installation / use of electrical appliances with high electricity consumption inside the room without permission	\$500 per item
24.	Penalty charge for visitors staying overnight without prior permission [#]	\$500 per offence plus daily rate of short stay residence (i.e. \$250 per bed per night for local guest / \$200 per bed per night for non-local guest)
25.	Unauthorized Room Change	\$450 per person involved (residents are also required to return to the originally assigned rooms)

Remarks:

1. *Loss and Damage Compensation Charges*

Any charges of loss, damage or restoration to the property and facilities of VTC Halls of Residence will be based on the assessments by the HMO having regards to the cost of repair and replacement, and administrative expenses incurred as appropriate. Related expenses would first be deducted from the deposit and residents would have to settle the remaining balance (if any) accordingly.

2. *All fees and charges are in Hong Kong dollars, and subject to periodic review and change.*

3. *The VTC Halls of Residence will provide residents with a receipt for any payment made to the Hall, which should be kept by the residents as official proof of payment record.*

7. Early Withdrawal from Residence

- 7.1 Early withdrawal during the academic year will not be approved and the accommodation fees paid will not be refunded.
- 7.2 During the academic year, resident upon completion of study, or de-registration / termination / deferment of study due to any reasons will render the subsequent termination of the residence place. Resident needs to move out from the Hall. There will not be any refund of the accommodation fee paid. Residents are responsible for notifying the HMO of any situations regarding their withdrawal, suspension, or termination of study.

8. Extension of Stay

Separate application for extension of stay or summer semester residence will be called for around April / May each year.

9. Safety and Security

9.1 Fire Safety

9.1.1 Fire Safety Equipment

- 9.1.1.1 Fire alarms, smoke detectors, fire extinguishers, sprinklers, emergency lightings, emergency exit signages, exit stairways , etc. are installed throughout the rooms and common areas of the Hall. These systems are tested on an annual basis.
- 9.1.1.2 Please do not cover the smoke detector in the room with any object. This act not only endangers your safety but will also seriously hinder the progress in eliminating the fire alarm system during the investigation and affect other residents. If you suspect the smoke detector in your room is covered, you should contact the HMO staff as soon as possible for follow-up.
- 9.1.1.3 Any fire safety equipment that looks as if it has been tampered with must be reported immediately to the HMO / Security Counter / AOs. Whenever the fire alarm sounds, the Fire Services Department/ Police/ Ambulanceman will dispatch personnel to the scene to provide support. Residents are requested to follow the

instructions of the rescue personnel. The AWs will also take attendance at the assembly point, and residents are requested to cooperate.

9.1.2 Fire Precautions

Fire safety precautions must be taken, including:

- 9.1.2.1 do not overload plugs;
- 9.1.2.2 do not light candles, incense, aroma oil or any other items that will give rise to a naked flame;
- 9.1.2.3 do not leave heaters, electric hobs etc. switched on when unattended;
- 9.1.2.4 do not leave combustible materials such as newspaper nearby or touch electric heaters, hobs , etc.;
- 9.1.2.5 do not cover, remove or tamper with fire detection devices;
- 9.1.2.6 ensure that there is adequate ventilation at all times when
- 9.1.2.7 using heating or cooking appliances;
- 9.1.2.8 ensure that all electrical cords and appliances are in proper working order and are in line with regulations by Hong Kong Electrical and Mechanical Services Department; and
- 9.1.2.9 ensure that all fire doors are closed and unobstructed.

9.1.3 Emergency Procedures

The fire escape route and the designated assembly points are posted on the doors of each room and the lift lobbies. Residents must familiarize themselves with the fire escape route of the Hall and the designated assembly point.

9.1.4 Fire Drill

The HMO regularly carries out fire drill. All residents are required to respond to signals and evacuate the Hall during the fire drills.

9.1.5 Fire Alarm Testing

The HMO regularly undertakes fire alarm testing. Residents will be notified of the fire alarm testing in advance and are not required to evacuate the Hall during fire alarm testing.

9.1.6 False Fire Alarm Activations

All alarm activations, except for fire alarm testing, must be considered real, and residents must proceed to exit the building immediately on fire alarm activations. Residents can access the fire escape route under fire and the designated assembly points posted on the doors of

room. Residents must not return to the Hall until being informed that it is safe to do so by the HMO.

9.2 Personal Safety and Security

9.2.1 CCTV System

To safeguard the security and safety of all residents, CCTV system is installed in all public areas, corridors and pantries of the Hall.

9.2.2 To maintain smooth operation and security of the Hall, the HMO and security guards perform patrols in the Hall areas regularly.

9.2.3 Access Control

The Hall main entrance is secured by a 24-hour electronic door access control system. Residents are required to use Resident Smart Card (i.e. Student ID Card) as key card to enter the Hall's areas.

9.2.4 Safety and Security Measures

Residents are strongly recommended to comply with the following procedures to safeguard personal safety and security:

- 9.2.4.1 do not allow people to enter behind you when entering the Hall premise;
- 9.2.4.2 always keep your room doors locked, and keep your doors and windows closed when leaving the room;
- 9.2.4.3 do not prop, unlock, bar or leave open any exterior door as this jeopardizes the safety of all residents;
- 9.2.4.4 do not share your Resident Smart Card, passwords of your equipment ,etc. with others;
- 9.2.4.5 do not sign in visitors for friends / roommates;
- 9.2.4.6 do not duplicate and give your keys and Smart Card to others;
- 9.2.4.7 do not leave your keys, Smart Card and personal property unattended;
- 9.2.4.8 avoid keeping large amount of money or valuables in your room and keep your personal property out of sight;
- 9.2.4.9 report any loss or theft to the HMO staff or security guard or AWA immediately; and
- 9.2.4.10 unauthorized or suspicious person found in the Hall must be reported immediately to the HMO or Security Counter.

9.2.5 Insurance of Personal Belongings

The VTC Halls of Residence is not responsible for loss or damage to personal property. Residents are advised to take out insurance policy to cover personal property in the Hall.

9.3 Guidelines under Tropical Cyclone (Typhoon) Warning Signal

9.3.1 In the event that a tropical cyclone (typhoon) warning signal is hoisted, residents are strongly advised to:

- 9.3.1.1 Pay attention to tropical cyclone news on local radio, TV or through the website of the Hong Kong Observatory at <http://www.hko.gov.hk>. The HMO will update the tropical cyclone news at the Lobby on G/F from time to time;
- 9.3.1.2 Switch off unnecessary electric appliances;
- 9.3.1.3 Fasten all loose items;
- 9.3.1.4 Secure all the doors and windows. Apply adhesive tapes on the window panes which can be attacked by strong wind;
- 9.3.1.5 Stay indoors and avoid leaving the building when tropical cyclone warning signal No.8 (or above) is hoisted; and
- 9.3.1.6 Report any danger or damage to the HMO or security guards or AWs immediately.

9.4 First Aid Assistance

Automatic External Defibrillators (AEDs) are located at G/F lobby beside vending machines and in the HMO. You may approach the Security Counter on G/F for first aid assistance. First aid supplies are also provided on each floor so that residents can promptly deal with minor injuries.

Security Counter: (852) 2706 0815

Mobile Medical Aid Dispatch Center: (852) 2735 3355

Emergency phone: 999

If you have called Mobile Medical Aid Dispatch Center or Emergency Hotline, please inform Security Counter for follow-up.

9.5 Safety Precautions and Insurance Coverage for Institute Activities

The Institute (IVE / HKDI / YC) attaches great importance to students' personal safety, especially during institute activities and outside visits. The Hall provides insurance coverage for students while participating in activities organised by the Institute.

While staff members in charge of these activities will take every measure to ensure students' safety, students still have a responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (1) inform their family members before the site visits and activities that take place outside the campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff-in-charge of the activity (as well as the Campus Secretariat where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expense should the students or their families consider it necessary.

In case of doubt or discrepancy between the English and Chinese versions,
the English version shall prevail.
(May 2025)