



Bursary Scheme to Accommodating Exchange Undergraduate Students Frequently Asked Questions

Part I. Application Stage of the Scheme

Q1: Am I eligible for this scheme?

A1: If you are non-local undergraduate exchange students and you will not live in any hall or residence of the University for coming year, you will be eligible to apply for this scheme.

Q2: I have got an offer in Hall Application, but I want to live in off campus place. Am I still eligible for this scheme?

A: Yes. If you withdraw your hall offer and you will not live in any hall or residence of the University eventually, you will be eligible to apply for this scheme.

Q3: I have not submitted application in Hall Application. Am I still eligible for this scheme?

A: Yes. If you are non-local undergraduate exchange students and you will not live in any hall or residence of the University for coming year, you will be eligible to apply for this scheme.

Q4: I am an exchange student in a master programme. Am I eligible for this scheme?

A: No. This scheme is for undergraduate students only. There is no similar scheme for postgraduate students.

Q5: I am a visiting student. Am I eligible for this scheme?

A: No. This scheme is for exchange students only. There is no similar scheme for visiting students.

Q6: I am a 1-year exchange student. I will look for off campus housing for this semester, but I still want to join a hall for my next semester. Can I apply for the bursary scheme now?

A: Yes. You can claim for the bursary scheme for the period you are living in an off campus place. Your bursary scheme support will be stopped once you move into a hall or residence of the University.

Q7: I am interested in this scheme, but I have not found a place yet. Should I apply after I have rented a place and have signed the contract with the landlord?

A: Please go ahead to fill up the online application form as soon as possible (Application Date will be 1 of the factors to decide your Approval Period for the bursary scheme. Please refer to Section 2.3 on the Guidance Notes for Application).

Q8: I am not in Hong Kong now, but I want to apply for the scheme. What should I do?

A: Please go ahead to fill up the online application form as soon as possible (Application Date will be 1 of the factors to decide your Approval Period for the bursary scheme. Please refer to Section 2.3 on the Guidance Notes for Application).

Q9: I will share a flat with my friends, but it is my friends signing the tenancy agreement with the owner. My name is not shown on the agreement. What should I do?

A: It will be fine if you “sublet” a place from other fellow students. Your friends and you can prepare a written document (like a short letter or memorandum that you all will sign together) mentioning that you will share the place with your friends. Please also list out the detail of the rental arrangement such as the address, the rental period, the actual amount each of you will have to contribute in monthly rental expense, and etc for our record.

Q10: When will I know the result of my bursary scheme application? Will I be rejected? Is there any quota for the scheme? Is it on a first-come-first-served basis?

A: CEDARS will confirm you the approval of your bursary scheme account before the end of March 2022 if you have already submitted full set of the forms and support documents to us. An approval email with the approval period and reimbursement procedures will be sent to you at that time.

There is no applicant quota for this scheme. CEDARS will approve all applicants as long as they have met the requirements.

Q11: What kind of place I should rent if I want to claim for the bursary scheme?

A: We understand that students have different considerations and would like to enjoy their new lives in their own living styles. Therefore, we do not impose any limitation on students’ selection of rental places (we only have 1 requirement that it must be a rental place inside Hong Kong).

Some students may want to have high quality apartments or even serviced apartments and live on their own. They would definitely need to pay higher costs and would have to pay a lot from their own pockets even with the bursary supports. On the other hand, some students may prefer to share the living costs with friends and want to find places that the rents are comparatively lower in the market, say around HK\$3,000 per person per month. In this way, they will save some pocket money after taking the bursary scheme!

Q12: Is there any sample of Parent Consent Form?

A: Please download a blank Parent Consent Form and complete it. The link has been stated in the Guidance Notes for Application and the first email about bursary scheme application we sent to you before.

(http://www.cedars.hku.hk/sections/Accommodation/files/Parent_Consent_Form.pdf)

Q13: I am above 21 years old already. Is the consent of my mother really necessary?

A: As per the Dean of Student Affairs, we need to collect a completed Parent Consent Form for processing the application. So kindly let us have such document with other supporting documents from you.

Q14: How can I submit my supporting documents to CEDARS?

A:

By email (scanned copies):	cedars.housing@hku.hk (please send files with small file size only, say under 10Mb in total)
In person (You can submit to us after returning to HKU in coming semester. You have been given sufficient time to do so):	<u>Address:</u> 3/F, Meng Wah Complex, Main Campus. <u>Office hours:</u> <ul style="list-style-type: none">• Monday to Thursday, from 9:00am to 5:45pm• Friday, from 9:00am to 6:00pm• Saturday, from 9:00am to 1:00pm• Close on public or university holidays.• We open as normal during semester breaks <u>Enquiry phone / email:</u> (852) 3917 2305 / cedars.housing@hku.hk

Part II. Reimbursement Stage of the Scheme

Q1: I have applied for the bursary scheme already. When will I receive my HK\$1,500/month?

A: The bursary scheme application is a 2-tier application, including application stage and reimbursement stage. Please refer to Section 5 on the Guidance Notes for Application or the approval email for the reimbursement procedures.

Q2: I have got the approval email from CEDARS already. When can I receive my money?

A: The bursary scheme is on reimbursement basis. Approved applicant will need to pay for the rental fees first. Then, when you want to claim for the refund of your rental expenses, you will have to send to us a claim form plus the monthly rental receipts to CEDARS. Please refer to Section 5 on the Guidance Notes for Application or the approval email for the reimbursement procedures.

Q3: How much can I get from the bursary scheme? My senior tells me that different students will have different amount!?

A: The first HK\$1,860 per month rental fee paid to the owner, whichever is lower, will be borne by your own. Then, you may claim from the bursary scheme the maximum HK\$1,500 per rental month for your rental expenses. Nevertheless, the maximum reimbursement amount will be HK\$15,000 per year.

Since this scheme is on reimbursement basis, the final amount will depend on your own rental expenses.

Q4: How much can I get if the monthly rent is HK\$4,000 for my place.

A: HK\$4,000-1,860 => HK\$2,140 claimable amount => excess the maximum HK\$1,500 per rental month.

Therefore, you will get the maximum amount HK\$1,500 for each rental month.

Q5: How much can I get if the monthly rent is HK\$3,000 for my place.

A: HK\$3,000-1,860 => HK\$1,140 claimable amount.

Therefore, you will get HK\$1,140 for each rental month only.

Q6: Why the first HK\$1,860 of monthly rent have to be borne by myself?

A: As per the request from the Finance Office of the University and in consideration of the fairness to other non-local undergraduate students living in halls, colleges and other student residences of the University, students in the bursary scheme should bear part of their lodging fees like the others.

HK\$1,860 per month is equivalent to the lodging fee rate for undergraduate students living in university-administrated residential halls in Year 2021-22.

Q7: How much can I get if I have rented a flat with my friends and our monthly rent is HK\$10,000.

A: You will need to declare on the claim form the actual amount you have to contribute in monthly rental expense. Then, CEDARS will process the refund to you based on the logic above.

Q8: I have paid a deposit to the landlord, which is equal to 2-month rent. Can I claim this payment?

A: No. Since you will be able to get back the deposit from the landlord in the end, we will not refund this payment.

Q9: I have paid the electricity and water charges to the landlord. Can I claim this payment?

A: No. We will refund the expenses of monthly rent only. Other utility costs or personal expenses will not be covered.

Q10: How and when will I receive the refund after submitting the claim form?

A: Reimbursement will be made by direct credit to your bank account (you have to register your bank account in HKU Portal first). Payment will be made within 8 weeks after you have submitted full set of the claim form and the supporting documents to CEDARS.

Q11: Our tenancy agreement is for 10 months. Would it be okay if we pay the rent for 5 months in 1 payment and then claim for bursary with the receipt of 5-month rent?

A: Yes. In each claim application, you can claim for more than 1-month rental payment. The maximum claim period in each application is 6 months.

Q12: I do not have local bank account in Hong Kong. How can I get the refund?

A: You can either:

- i. ask for a cash cheque in HKD for your reimbursement. You will collect the cheque from the Finance Office and take cash from HSBC in the Main Campus. No handling charge required. OR
- ii. ask for a bank draft in the currency you preferred (e.g. AUD, CAD, EUR, GBP, JPY, SGD, USD, etc.). You can collect from the Finance Office or they can send to your home address by ordinary mail. Some handling charge will be deducted from your reimbursement.
- iii. ask for a telegraphic transfer to your bank account in home country. You have to further provide us with your bank account number, IBAN number, SWIFT code and bank address for the settlement (please confirm with your own bank). Handling charge will be deducted from your reimbursement.

You can put your preference for this matter in the bank account field of the claim form.

Q13: I am going home soon and will not come back to Hong Kong. How can I get the refund if I still have unclaimed receipts?

A: Please put down the date that you would leave Hong Kong in your claim form. We shall try to speed up your claim. On the other hand, you may choose to have bank draft sending to your home address or telegraphic transfer to your own bank. Please refer to Q12.