



## Guidance Notes for Application of Bursary Scheme to Accommodating Exchange Undergraduate Students Year 2021-2022

### 1. Aims of the Scheme

As there is a serious shortage of places in hall places for all non-local students in the University, non-local students who are not admitted by residential halls may have great difficulties in finding on campus accommodation. This will affect their studies in the University as well as their livings in Hong Kong. In this connection, the University would assist this group of students with accommodation bursary so that they can make their own off-campus accommodation arrangements.

The scheme is introduced to enrich non-local students' residential experience at HKU. Through this scheme, students can understand more and be better integrated into the local community. If a few students team up to rent an apartment, they can also learn to take care of and collaborate with one another.

Under this scheme, each approved applicant can be reimbursed the rental payment of his/her own accommodation within his/her approved period, and subject to a maximum amount of HK\$1,500 per month.

### 2. Eligibility

#### 2.1 Who is eligible?

The eligible applicant of this scheme must fulfil the following criteria:

- Full time exchange undergraduate student; AND
- he/she will not live in a student hall or residence of the University for this academic year.

#### 2.2 What fees may be reimbursed?

- (a) Fees may comprise the payments made to the premise owner or youth hostel for the rent of the accommodation in Hong Kong at market rates. The fees must be incurred within the approved period (refer to Section 2.3).
- (b) Maximum reimbursement amount to an applicant will be HK\$1,500 per rental month, and HK\$15,000 per year. However, the first HK\$1,860\* per month to the owner, whichever is lower, in each and every reimbursement claim application will be borne by the applicant.  
(\* proposed undergraduate lodging fee rate of residential halls in Year 2021-22.)
- (c) The applicant can live in an accommodation individually or with partner(s). In case the applicant is sharing the accommodation with partner(s), he/she will be reimbursed the actual amount of his/her contribution in the rent and expenses for the accommodation only.

### **2.3 What is the approved period?**

- (a) The commencement date of the approved period will be:
- the date CEDARS receive the application form from the applicant, OR
  - the starting date of the applicant's studentship at the University, OR
  - the starting date of the rental period shown on the first tenancy agreement that the applicant submitted to CEDARS for record,
- whichever date is later. In any case, the earliest commencement date would be 25 August 2021 for this cycle of application.
- (b) The completion date of the approved period will be:
- 1 continuous calendar year from the commencement date, OR
  - equal to the end date of the applicant's studentship at the University,
- whichever date is earlier.
- (c) The applicant must still be a valid full-time student and studying in HKU according to the Registry record during the approval period, or his/her approval period will be terminated immediately. Each applicant may obtain the approved period once only. The period will not be slit up or be extended even if there is remaining balance of bursary in the applicant's account at the end of the period.

### **3. How to Apply**

- (a) Please complete the online application form and print out a copy for signature.  
(<https://w2.cedars.hku.hk/bursary/>)
- (b) The parent or guardian of the applicant is also required to complete a Parent/Guardian Consent Form for the applicant.  
([http://www.cedars.hku.hk/sections/Accommodation/files/Parent\\_Consent\\_Form.pdf](http://www.cedars.hku.hk/sections/Accommodation/files/Parent_Consent_Form.pdf))
- (c) Please prepare photocopies of Student Card and the signed tenancy agreement as the support documents of your application.
- (d) The signed application form, the signed Consent Form together with the supporting documents should be submitted to CEDARS on or before 30 September 2021.
- (e) When the full set of the forms and documents are received, CEDARS will confirm the applicant the approval of his/her account before the end of October 2021.

### **4. Change of Accommodation during the Approved Period**

- (a) Approved applicant of this scheme would take responsibility for organizing and managing their own off-campus privately rented accommodation during the Approved Period.
- (b) If there is any change in the rented accommodation during the approved period, applicant should report to CEDARS immediately and provide CEDARS with the photocopy of the new tenancy agreement for record.

## **5. Payment Arrangements**

- (a) Successful applicant can submit up to 4 reimbursement claim applications within the approved period. In each claim application, he/she can claim for the expenses for more than 1 rental payment made to the premise owner or youth hostel. The maximum claim period in each application is 6 months.
- (b) A claimant should submit to CEDARS the completed claim form together with the original receipt(s) of the rental payment made. All submitted documents are not returnable. Claimant should retain copies these receipts for his/her own reference.
- (c) Reimbursement will be made by direct credit to the claimant's bank account. Payment will be made within 8 weeks from the date of receipt of the full set of completed claim form plus the supporting documents by CEDARS.
- (d) The account for the applicant will be closed once:
  - the fourth reimbursement has been made; OR
  - when the full sum of HK\$15,000 has been drawn; OR
  - at the end of the approved periodnotwithstanding any unclaimed balance remaining in the account.

## **6. Other Matters**

- (a) It is an applicant's responsibility to complete the application form fully and truthfully and ensure the accuracy of all supporting documents. Any misrepresentation or omission may lead to full refund of reimbursements made, discontinuation of studies and/or possibly court proceedings. Applicant is reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).
- (b) CEDARS will conduct on-site visits to the rented accommodation for authentication of the reimbursement claims. In some occasion, applicant may also be requested to bring the hardcopies of the support documents to CEDARS for verification.
- (c) In the event that there is overpayment due to error of calculation, the amount overpaid must be refunded by the applicant in one lump sum upon demand.
- (d) The terms and conditions of this scheme are subject to an annual review. If the applicant has been granted the approval in this year, it does not imply that he/she would have the approval in future application.

**Flowchart of Bursary Scheme to Accommodating Exchange Undergraduate Students Year 2021-2022**

