



## Guidance Notes for Application of Bursary Scheme to Accommodating Exchange Undergraduate Students Year 2023-2024

### 1. Aims of the Scheme

As there is a shortage of hall places in the University, the University has set up a bursary scheme to provide financial support to assist new incoming non-local students (including exchange students) who failed to get a hall place to rent private accommodation nearby during the first year of their studies.

Under this Scheme, each approved applicant can be reimbursed part of the rental payment of his/her own accommodation within his/ her approved period, and subject to a maximum amount of HK\$1,000 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
- Applicant has never lived in any University student halls or residences, and has never claimed for the Bursary Scheme before; AND
- Applicant has applied for halls but failed to get a place.

#### 2.2 What fees may be reimbursed?

- (a) Fees may comprise the payments made to the premise owner, hotel, youth hostel or any other privately rented off campus accommodation 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\$1,000 per rental month, and HK\$10,000 per year. However, the first HK\$2,400\* per month to the owner, whichever is lower, in each and every reimbursement claim application will be borne by the applicant.  
(\*equal to undergraduate lodging fee rate at residential halls in Year 2023-24.)
- (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 has received 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 23 August 2023 for this cycle of application.
- (b) The completion date of the approved period will be:
- one 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 be a valid full-time student studying in HKU during the approval period. Any change in student status will affect the applicant's eligibility for the bursary.

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

- (a) Please complete the online application form and print out a copy for signature.  
(<https://www.cedars.hku.hk/BursaryScheme2324>)
- (b) The parent or guardian of the applicant is also required to complete a Parent/Guardian Consent Form. ([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) Photocopies of Student Card and the signed tenancy agreement are needed.
- (d) The above mentioned documents in full should be submitted to CEDARS on or before 29 September 2023.
- (e) Upon receipt of the full set of the applications and supporting documents, CEDARS will notify applicant of the result of the application by the end of October 2023

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

- (a) Approved applicant of this scheme would take responsibility for organising and managing their own off-campus, 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\$10,000 has been drawn; OR
  - at the end of the approved period
- notwithstanding 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 payback 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 may conduct on-site visits to the rented accommodation for authentication of the reimbursement claims. In some occasions, 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 paid back 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 2023-2024**

