THE HANG SENG UNIVERSITY OF HONG KONG

**Intra-RCs**

Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_

HSMC Jockey Club Residential Colleges

Room Swapping Application Form 2018/19

**Application Guidelines and Procedures:**

1. The application period for room swapping will be from the third week of the semester to 31 Oct and 15 March respectively in Semester 1 and Semester 2.
2. Room swapping application submitted in Semester 2 will be only accepted if there is at least 1 applicant who is newly moving-in resident in Semester 2.
3. No room swapping in summer term.
4. Residential Colleges is a living-and-learning community and residents are strongly encouraged to learn and to resolve the differences with roommates by mutual respect and communication. Swapping to another Residential Colleges is also not recommended unless with very substantial reasons.
5. All **NEW STUDENTS** admitted from the academic year 2018/19 onward can apply for change of residential colleges **ONCE** during the entire study period and room swapping request can only be made within the same residential colleges (their affiliated RC).
6. Consent from all current and prospective roommates as well as recommendation from current Resident Tutor and approval from Master/Associate Master **MUST** be sought before submitting to RCU.
7. For approved applications, applicants concerned will be informed within 7 working days to complete the room swapping procedures **IN PERSON together** at RCU during the specified period. If the applicants concerned fail to complete the procedure during the specified period, the approval for this room swapping will be withdrawn by RCU automatically without prior notice.
8. If residents are swapping rooms between different room types, residents are responsible to settle the difference in residential fee on their own; and RCU will not be responsible for handling any matters in this regard.
9. Unauthorized swapping is **NOT** allowed and students involved will be subject to disciplinary actions which include but not limited to suspension or termination of residence.

**Section A: Applicant Information**

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| Full Name in English |  |  |
| Student No. | s |  |  |  |  |  |  | s |  |  |  |  |  |  |
| ***Current*** Room No. (e.g. Mosaic-801A) |  |  |
| ***New*** Room No. (e.g. Mosaic-806C) |  |  |
| Signature |  |  |
| Date |  |  |

**Section B: Consent from Roommate(s)** *(\*please tick (✓) as appropriate)*

|  |  |
| --- | --- |
|  | Roommate of Applicant 1 |
| Full Name in English |  |  |  |
| Student No. | s |  |  |  |  |  |  | s |  |  |  |  |  |  | s |  |  |  |  |  |  |
| Room No. (e.g. Mosaic-801A) |  |  |  |
| Agreement | 🞏 Agree / 🞏 Disagree\* | 🞏 Agree / 🞏 Disagree\* | 🞏 Agree / 🞏 Disagree\* |
| Signature |  |  |  |
| Date |  |  |  |

|  |  |
| --- | --- |
|  | Roommate of Applicant 2 |
| Full Name in English |  |  |  |
| Student No. | s |  |  |  |  |  |  | s |  |  |  |  |  |  | s |  |  |  |  |  |  |
| Room No. (e.g. Mosaic-801A) |  |  |  |
| Agreement | 🞏 Agree / 🞏 Disagree\* | 🞏 Agree / 🞏 Disagree\* | 🞏 Agree / 🞏 Disagree\* |
| Signature |  |  |  |
| Date |  |  |  |

**Section C: Reasons for Room Swapping**

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**Section D: Interview Log / Recommendation from Resident Tutor**

|  |  |  |
| --- | --- | --- |
|  | Resident Tutor of Applicant 1 | Resident Tutor of Applicant 2 |
| Full Name in English |  |  |
| Recommendation | 🞏 Support / 🞏 NOT Support | 🞏 Support / 🞏 NOT Support |
| Signature |  |  |
| Remarks |  |  |
| Date |  |  |

**Section E: Approval from Residential College Master / Associate Master**

|  |  |
| --- | --- |
|  | Master / Associate Master |
| Full Name in English |  |
| Approval | 🞏 Approve / 🞏 NOT Approve |
| Signature |  |
| Remarks |  |
| Date |  |

|  |
| --- |
| **For Residential Colleges Unit Use** |

|  |  |
| --- | --- |
| Date of Receiving Form: |  |
|  |  |  |
|  |  |  |
| Date of Informing Applicants for Room Swapping: |  |
|  |  |
|  |  |  |  |  |
| Period of Room Swapping: | from |  | to |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Staff: |  |  Date: |  |

*Checklist:*

□ Date of Update Keycard Record (Student Cards) for New Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Update the residential records in the system

□ Check if the applicants (new students who admitted in 2018/19) applied for changing RCs for more than ONCE.

*RCU/forms/Room Swapping Application Form 2018/09*