No. _____

SHAW COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
香港中文大學逸夫書院

# RESERVATION FORM FOR VISITING SCHOLARS FLATS
# 訪問學人單位申請表

Please refer to the General Information overleaf and return the completed form to College Secretary of Shaw College or by fax 2603 5427. 請閱讀背頁的須知事項並擲回已填妥之申請表格予逸夫書院院務主任或傳真至2603 5427。

☐ NEW RESERVATION 新申請 ☐ AMENDMENT 更改資料 ☐ CANCELLATION 取消申請 *(Please ☑ the appropriate 請☑適用者)*

## PART I 第一部份- Particulars of Guest 訪客資料

English Name 英文姓名 : _____ Chinese Name (optional) 中文姓名 (如有) : _____

Title 稱謂 : * Prof. 教授 / Dr. 博士 / Mr. 先生 / Ms. 女士 _____ 携同人數 : No. of Accompanying Person(s) _____ 聯絡電話: Phone No. _____

*(Please circle the appropriate 請圈出適用者)*

University / Institution 所屬學府或機構 : _____ Country 國家 : _____

Purpose of Visit 訪校目的 : _____

Arrival Date 入住日期 : _____ Departure Date 退房日期 : _____ Total: ( ) nights (住宿晚數)

**Type of accommodation requested (**see "General Information" overleaf)
**房間類別** (參閱背頁"須知事項")

| | | | | Room Rate 租金 (HK$) (w.e.f 1 July 2026) （由2026年7月1 日起生效） | |
|---|---|---|---|---|---|
| | | | | Per night 每晚* | Monthly 月租* |
| **A. Ya Qun Lodge** | | | | | |
| a. Suite with one Double Bed | 套房連一張雙人床 | [LG1A, LG1B, LG1C, LG1D ]* | ☐ | 590 / 640 / 630/ 505 | 11,540 / 12,405 / 12,185 / 9,800 |
| b. Suite with one Double Bed / Single Bed | 套房連一張雙/單人床 | [G01A, G01B, G01C, G01D, G01E]* | ☐ | 495 / 270 / 335 / 370/ 580 | 9,580 / 5,220 / 6,530 / 7,185 / 11,315 |
| **B. Student Hostell II** | | | | | |
| a. Two-bedroom flat | 兩房單位 | [G01]* | ☐ | 785 | 15,235 |
| b. Suite with one Single Bed | 套房連一張單人床 | [G01A, G01B]* | ☐ | 390 | 7,620 |

***Remarks: Please mark ☑ and circle the appropriate mark * 備註: 請在方格內加上☑及請在 * 圈出適用者***

**Payment method 付款方式**

☐ by guest 客人支付
☐ by applicant 申請人支付
☐ by department 學系 / 部門支付

**Inter-departmental transfer use only :**

Account to be charged : _____
Company Code : _____
Cost Centre/Project/Business Area Code : _____

**Applicant (Person to contact in University) 申請人 (校內聯絡人)**

Name 姓名 : _____ Department 學系 / 部門 : _____

Post 職位 : _____ Phone No. 聯絡電話 : _____ Fax 傳真 : _____

**Endorsed by Department Chairman / Head of Unit 學系 / 部門主管批核**

Name 姓名 _____ Signature 簽署 _____ Date 日期 _____

## PART II - FOR OFFICE USE ONLY 第二部份- 只供逸夫書院填寫

Flat reserved 預留單位 : _____ Period 時期 : ___ / ___ / ___ (dd mm yy) to ___ / ___ / ___ (dd mm yy)

Room Rate 租金 : $ _____ x _____ months + $ _____ x _____ nights Total Room Rate 總租金: HK$ _____

***Please pay attention to Paragraph 6 (Extension of stay) of General Information overleaf.*** *有關住宿申請，請留意背頁第6段須知事項。*

Confirmed by 確認 : _____ Date 日期 : _____

College Secretary, Shaw College 逸夫書院院務主任

## General Information
## 須知事項

1. Bookings are subject to confirmation by receipt of Part II of the Reservation Form.
所有預留之房間必須有第二部份確認方為有效。
2. Room Rate and related information 房租收費及其他資料

**A. Ya Qun Lodge 雅群樓**

| Suite/ Flat 套房/單位 | Type 類別 | Estimate Size (sq. ft.) 估計面積 (平方呎) | Room Rate (include the utility expenses) 租金 (包括基本設施 (水、電、石油氣)費用 (HK$) |
|---|---|---|---|
| G01A | Room with one double bed 套房連一張雙人床 -with private bath & lavatory 私人浴室及洗手間 | 188 | 495/night 每晚 9,580/month 每月 |
| G01B | Room with one single bed 套房連一張單人床 - with common bath & lavatory 公共浴室及洗手間 | 94 | 270/night 每晚 5,220/month 每月 |
| G01C | Room with one double bed 套房連一張雙人床 -with common bath & lavatory 公共浴室及洗手間 | 119 | 335/night 每晚 6,530/month 每月 |
| G01D | Room with one double bed 套房連一張雙人床 - with common bath & lavatory 公共浴室及洗手間 | 133 | 370/night 每晚 7,185/month 每月 |
| G01E | Room with one double bed 套房連一張雙人床 -with private bath & lavatory 私人浴室及洗手間 | 357 | 580/night 每晚 11,315/month 每月 |
| LG1A | Suite with 1 double bed 套房連一張雙人床 - with private bath & lavatory 私人浴室及洗手間 | 365 | 590/night 每晚 11,540/month 每月 |
| LG1B | | 400 | 640/night 每晚 12,405/month 每月 |
| LG1C | | 390 | 630/night 每晚 12,185/month 每月 |
| LG1D | | 305 | 505/night 每晚 9,800/month 每月 |

*Note*

*a. Flat G01A/B/C/D/E are equipped with in-room facilities, such as furnished air-conditioning, microwave, refrigerator and heater.*

b. *Flat LG1A/B/C/D are self-contained single rooms in Flat LG1 with a common kitchen, washing machine, microwave and refrigerator.*

**B. Student Hostel II 第二學生宿舍**

| Suite/ Flat 套房/單位 | Type 類別 | Estimate Size (sq. ft.) 估計面積 (平方呎) | Room Rate (include the utility expenses) 租金 (包括基本設施 (水、電、石油氣)費用 (HK$) |
|---|---|---|---|
| G01 | Two-bedroom flat 兩房單位 -with private bath & lavatory 私人浴室及洗手間 | 567 | 785/night 每晚 15,235/month 每月 |
| G01A | Room with one single bed 套房連一張單人床 - with private bath & lavatory 私人浴室及洗手間 | 147 | 390/night 每晚 7,620/month 每月 |
| G01B | | 141 | 390/night 每晚 7,620/month 每月 |

*Note*

*c. Flat G01 has two self-contained single rooms with a common kitchen, microwave and refrigerator.*

*d. Flat G01A/B are self-contained single rooms in G01 with a common kitchen, microwave and refrigerator.*

3. Cancellation of booking should be made at least 7 days before arrival date. Otherwise Shaw College will be charged as penalty (room rate) as cancellation charge.
如欲取消申請，必須抵達日前七天通知。否則書院將收取已定的租金作為取消費用。

4. Check-in time 入住時間：14:00；Check-out time 退房時間：12:00

5. Rental paid is not refundable or transferable.
已付的租金不可退還或轉讓。

6. Application for extension of stay should be submitted two months in advance before the expiry date.
如欲申請延長住宿時間，請於住宿期完結前兩個月提出。

7. The domestic service and personal hygiene items will NOT be provided.
將不提供房間清潔服務及個人衛生用品。

8. Please contact 3943 7355 or email to krizkwok@cuhk.edu.hk should your guest arrives after office hour for further arrangement.
到達時間如非辦公時間，請預先聯絡3943 7355 或電郵 krizkwok@cuhk.edu.hk 作適當安排。

9. Shaw College reserves the right to revise the room rate and general information without prior notice.
逸夫書院有權更改租金及須知事項而不予事先通知。