



WU YEE SUN COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG  
香港中文大學伍宜孫書院



RESERVATION FORM FOR VISITOR'S FLAT 訪客單位申請表

Application Note:

1. Please refer to the Information Sheet overleaf before submitting the application form.
2. Only reservations made by CUHK staff or CUHK departments/units for their official visitors will be accepted.
3. Rental paid is not refundable or transferable.
4. The maximum length of stay is 3 calendar months.
5. All guests must comply with the latest government/university regulations and infection control measures.
6. Please return the completed form together with invitation letter or related documents, if applicable, to Mr. Ron Wong of Wu Yee Sun College Office by email ([ronwong@cuhk.edu.hk](mailto:ronwong@cuhk.edu.hk)).

PART I 第一部份: Particulars of Guest 住客資料			
Title 稱謂:	(Please circle 請圈出) Prof. 教授 / Dr. 博士 / Mr. 先生 / Ms. 女士		
Name 姓名:	English 英文	Chinese (if applicable) 中文 (如適用)	
University/Institution 所屬學府或機構:		Country 國家:	
Purpose of Visit 訪校目的: (if applicable 如適用)			
Check-in Date <sup>△</sup> 入住日期:	dd / mm / yyyy	Check-out Date <sup>△</sup> 退房日期:	dd / mm / yyyy
Duration of Stay 住宿期間:	_____ months 月 / _____ weeks 星期 / _____ nights 晚	Number of Accompanying Person(s) 攜同人數:	

<sup>△</sup> For check-in on non-working days or after office hours, the guest(s) should call (852) 3943-3983 upon arrival. Our workman will receive the guest(s) at the Hostel Reception Counter located on Ground Floor, East Block of the College. For check-out on non-working days or after office hours, the guest(s) should call (852) 3943-3983 when ready. Our workman will complete the check-out procedure for them in the Visitor's Flat.

PART II 第二部份: Applicant 申請人			
Name 姓名:		Post 職位:	
Department/Unit 學系/部門:		Email 電郵:	
Phone No. 聯絡電話:		Fax 傳真:	

PART III 第三部份: Payment method 付款方式			
(Remarks 備註: Flats will only be officially reserved after settlement 付款後房間方會確實預留)			
<input type="checkbox"/>	By inter-departmental transfer 部門轉帳付款	Company Code:	
		Cost Centre/Project/Business Area Code:	
		Account Code:	
<input type="checkbox"/>	By cheque (payable to "The Chinese University of Hong Kong") 支票付款, 抬頭請寫"香港中文大學" (if official receipt is necessary) Official Receipt to: _____		

Applicant's Signature with Department Chop

Date

FOR OFFICE USE ONLY 供伍宜孫書院填寫

Result:	Approved / Declined	By:	(Miss. Yolinda Wong, College Secretary)
Period:	to	Flat reserved:	UG04 / UG05 / UG06 / UG07
Rent:	_____ month(s) x HK\$10,000 _____ week(s) x HK\$3,000 _____ night(s) x HK\$500 <b>Total: HK\$</b>	Payment settled on:	

\*\*To: Finance Office

Please credit the "Total" to the following account:

Company Code: C001 Cost Centre: 8415402 Account Code: 490027

**Wu Yee Sun College**  
**Visitor's Flats**

**Address**

Room UG04 - UG07, UG/F, Wu Yee Sun College, The Chinese University of Hong Kong, Shatin, Hong Kong

**Flat Type**

All Visitor's Flats are in the form of studio apartment with private shower and lavatory, double bed, wardrobe, sofa and desk. Each flat can accommodate up to two adults. Two flats can be adjoined to accommodate a family of up to four.

**In-room and Neighbouring Facilities**

The flats are air-conditioned and fully furnished, complete with television, telephone and internet data port. Bed linens are provided. Visitors will share a pantry equipped with washing machine, refrigerator, microwave oven and induction cooker. General crockery and utensils are also provided.

**Catering facilities on College Campus**

Details of catering facilities on campus and their opening hours can be viewed here:

[http://www.wys.cuhk.edu.hk/campus.php#College Catering Outlets](http://www.wys.cuhk.edu.hk/campus.php#College_Catering_Outlets)

**Tariff**

Daily Rate: HK\$500 / Weekly Rate (7 days): HK\$3,000 / Monthly Rate (one calendar month): HK\$10,000

\* Children of 12 years old or under sharing same flat with parents are free of charge.

\*\* Wu Yee Sun College reserves the right to revise the tariff without prior notice.

**Check-in/Check-out Time**

Check-in time: 2:00 pm – 5:30pm

Check-out time: 9:00 am - 12:30 pm

\* For check-in on non-working days or after office hours, the guest(s) should call (852) 3943-3983 upon arrival. Our workman will receive the guest(s) at the Hostel Reception Counter located on Ground Floor, East Block of the College.

For check-out on non-working days or after office hours, the guest(s) should call (852) 3943-3983 when ready. Our workman will complete the check-out procedure for them in the Visitor's Flat.

\*\* Late check-out will be charged as half day (12:30 - 5:30pm) or full day (after 5:30pm) rental.

**Location for Check-in**

College Office, Room G03, G/F, Wu Yee Sun College, The Chinese University of Hong Kong, Shatin, Hong Kong

**Amendments or Cancellations**

Amendments and changes where EITHER the number of flats OR the number of nights decreases will be charged as below:

<u>Notice period</u>	<u>Charges</u>
0-14 days	the charge for the first night accommodation (per flat)
More than 14 days	No charges

Cancellation charges will be applied (as above) in relation to the notice period between notification of cancellation and the date of stay.

**Enquiries**

Telephone: (852) 3943 9769 / 3943 3937

Fax: (852) 2603 7384

Email: [ronwong@cuhk.edu.hk](mailto:ronwong@cuhk.edu.hk) / [soniayu@cuhk.edu.hk](mailto:soniayu@cuhk.edu.hk)