



香港三育書院

HONG KONG ADVENTIST COLLEGE

1111 Clear Water Bay Road, Sai Kung, New Territories, Hong Kong

Tel: (852) 2719-1668 Fax: (852) 2358-1055 Email: info@hkac.edu Web: www.hkac.edu

HKAC Dormitory Application Procedure

The following procedure is applicable only to those who are currently attending or have already been admitted, and want to stay in dormitory.

Step 1: Complete the Dormitory Residence Application form

(You may download the form at <https://www.hkac.edu/download>)

Step 2: Submit the application form and the following documents to the Dean of Students' email:

- A completed Dormitory Application Form (including applicant's signature, Parents' or Guardian's signature, and an applicant's passport size photo)
- Email address: paul.song@hkac.edu

Step 3: Interview with the Dormitory Dean

(Dormitory dean will arrange the interview and provide further instructions)

Step 4: Complete the following documents and return them to Dormitory Dean:

- (1) Dormitory Rules Agreement Form
- (2) Medical Check-up Form
- (3) Dormitory Acceptance Form

Step 5: Pay Dormitory Deposit and other fees (see below)

Dormitory Fee Information:

- 1) Room & Board / monthly: HK\$5,030 : 4-person / room – per person (5-day)
HK\$6,650 : 4-person / room – per person (7-day)
- 2) Activities Fee / yearly : HK\$800
- 3) Dormitory Deposit: One month fee (refundable at the end of stay)
 - Staying for at least ONE academic year or will be forfeited
 - Any balance remaining after all deduction of damages (if any)

Payment Method:

- 1) Cash or Cheques made payable to : **HONG KONG ADVENTIST COLLEGE**
- 2) Address: Accounting Office
Hong Kong Adventist College
1111 Clear Water Bay Road, Sai Kung, Hong Kong