

Temporary Room Changes Regulation of Cheng Yu Tung College

College allocates rooms and roommates for all students. College allows students to apply for room changes two months after the academic year starts, which means students can apply for room change from November to June in the following year. Please find below the room change regulation:

1. Students should raise demands to their corresponding Resident Tutor (RT) / Resident Assistant (RA) if they would like to apply for room changes.
2. RT/ RA asks Resident Fellow for the "Room Change Application Form" after they comprehends the demand of students.
3. RT/ RA passes the application form to students who require room change.
4. Students who raise the room change request have the responsibility to search for students who are willing to exchange room with them.
5. Students who dealt to exchange rooms are required to obtain the consent from their current roommates.
6. Students who exchange rooms and their current roommates are required to sign on the "Room Changes Application Form"
7. RT/ RA of the room exchange students are required to sign on the "Room Changes Application Form"
8. Students submit "Room Changes Application Form" to College general office for approval.
9. Once the application is approved, College general office will arrange students to exchange rooms; notify their RT/RA, Residential Fellows, Master and Associate Master in five working days.
10. Cheng Yu Tung College reserves all rights to exercise the regulation.

Remark: Every student has the right to change room only once per year (academic year); empty rooms are excluded in room changes application. Students can only exchange rooms when they ensure that all room equipment from "Room Equipment Check List" is in good conditions or the damages have been compensated or repaired.