



Reference Number: CKLC/R0006/2019

Date: 1-July-2019

Guidelines for Room Change Request

In order to facilitate community education, Cheong Kun Lun College (CKLC) allocates rooms and roommates for all students. Although we hope that all living situations are successful ones, we understand that living problems may at times arise. In case you have a strong reason to apply for room change, please refer to the following guidelines and procedures for room change request:

1. Application for room change will not be accepted only 1 month after the semester starts (for example in September and February, depends on the actual situation).
2. Each student can only apply for room change ONCE per academic year with strong reasons.
3. In case there is a need to change room, the student should inform the Resident Assistant (RA)/Resident Tutor (RT) of his/her concern/need.
4. If the concern/need is not resolved by mediations, the Resident Fellow will require a meeting with the roommates to discuss the situation.
5. The roommates will be informed by the Resident Fellow of their decision to grant/not grant a room reassignment.
6. If the room change application is granted, student will get the “Room Change Application Form” from the Resident Fellow.
7. Student must complete the form and submit it to the college office for College Master’s final approval.
8. The student who raises the room change request have the responsibility to search for another student for a one-for-one swap.
9. Room change application requires the consent of both roommates.
10. Once the application is approved, the College general office will arrange students to exchange rooms and notify RT/RA as well as all college staff within 7 working days.
11. Empty rooms are excluded in room change application.
12. Students can only exchange rooms when his/her room is clean and in good condition or the damages have been compensated or repaired.
13. Students cannot change rooms privately. All room changes must be approved by the college.
14. The college reserves the final right of decision.



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調房申請指引

為了促進社群教育，張崑崙書院為所有院生分配房間和室友。儘管我們希望所有院生能與室友融洽相處，我們亦理解生活問題始終有可能發生。如你認為很有必要調房，請參閱以下調房申請指引：

1. 院生可在學期開始後一個月起（例如9月和2月）申請調房。
2. 在具有充分理由的情況下，每位院生均有權在每學年調房一次。
3. 當有需求調房時，院生應告知書院助理（RA）或書院小導師（RT）。
4. 若未能通過調解解決問題，書院導師將召集申請人及其室友會面並討論相關問題。
5. 書院導師將通知申請人及其室友調房申請是否獲得批准。
6. 如果調房申請獲得批准，申請人將從書院導師處索取“調房申請表”。
7. 申請人必須填寫表格並提交給書院辦公室，以獲得書院院長的最終批准。
8. 提出調房申請的院生需尋找其他院生進行一對一調換。
9. 調房申請需徵得雙方室友的同意。
10. 申請獲批後，書院辦公室將在7個工作天內安排相關院生進行調房，並通知書院助理、書院小導師及所有書院職員。
11. 調房申請不包括調到閒置的房間。
12. 院生只能在房間乾淨且狀況良好或損壞之物品已得到補償或修復時，才能更換房間。
13. 學生不能私自調房。所有調房行為必須經得書院批准。
14. 張崑崙書院保留所有最終決定權。