TERMS AND CONDITIONS

Appendix A: Vacation Stay
Appendix B: Luggage Storage
Appendix C: Table of Administrative Charges
TERMS AND CONDITIONS FOR VACATION STAY

1. The official check-out date for Semester 2 AY2019/2020 is 10 May 2020. Residents who are not applying for vacation stay will need to check out by 10 May 2020, 12 noon.

2. Residents returning before the official check-in date, 2 August 2020, are required to apply for vacation stay during the application period.

3. Undergraduate and Graduate residents without a confirmed hostel reservation for Semester 1 AY2020/2021 may only apply for partial vacation stay up to 30 June 2020. Non-graduating students who do not have Semester 1, AY2020/2021 confirmed booking, can apply to stay until 15 May 2020 or up to the validity of a valid immigration pass to stay in Singapore or 30 June 2020, whichever is earlier.

4. Residents who missed the online application period may send email request to the respective Management Offices from 30 April 2020 onwards (subject to availability).

5. Residents may need to move to a different room or room type during the vacation period. Affected residents will be notified by the Hostel Management Office in due time.

   • Residents of UTown:
     • Apartment (UTown): Not allowed to place personal belongings in common area within the apartment.
     • Room Relocation for Vacation Stay
       ➢ Residents of College of Alice and Peter Tan will need to be relocated due to renovation works and will be relocated to other UTown Residential Colleges.

   • Residents of Raffles Hall:
     • Room Relocation for Vacation Stay
       ➢ Due to upgrading works at Block 2, 3, 3A, 4, 5 & 6, vacation stayers may need to shift multiple times.

   • Residents of Ridge View Residential College:
     • Room Relocation for Vacation Stay
       ➢ Due to upgrading projects and ongoing painting works at the various blocks, vacation stayers may need to shift multiple times.

6. Hostel Transfer. Residents who are staying for the full vacation and has a reservation in a different hostel for the next semester are required to arrange with the Management Office of the new hostel to move in by 14 July 2020.

7. Incomplete applications cannot be processed.

8. Please note that by making payment for your application, you are deemed to have accepted the terms and conditions of the Housing Agreement, application exercise and the accommodation’s Rules and Regulations.
TERMS AND CONDITIONS FOR LUGGAGE STORAGE (TRUNK ROOM SERVICES)

1. Only international residents staying in PGPR, UTown, King Edward VII Hall and College Green who have a confirmed Semester 1 stay and NOT staying during the vacation are eligible for luggage storage space. Application period is from 27 April 2020 to 4 May 2020.

2. Eligible residents can send email to the respective Management Office to submit an application from 27 April 2020 to 4 May 2020 between 9.00 am to 5.00 pm (excluding Saturdays, Sundays and Public Holidays).

3. Successful applicants would be allocated a 90cm (L) x 60cm (W) x 80cm (H) lot to store luggage. Loose items would not be accepted. A rate of $53.50 is payable for each lot for Vacation 2.

4. We seek your understanding that we would not be able to accept storage exceeding the lot dimensions.

5. Luggage can only be stored and collected during these hours:
   a. Mondays to Fridays 9.00am to 5.00pm (excluding Public Holidays).

6. Successful applicants would need to pay $53.50 upon registration. Residents who fail to make payment would have their lots forfeited and re-offered to other residents.

7. Luggage can only be stored after full payment of storage fee is received by the Management Office.

8. Successful applicants are not allowed to transfer or assign the lot to another person.

9. Luggage not collected after the stipulated end date of the storage period, would be charged a late collection fee of $5 per day, starting from the day after the stipulated end date. The luggage storage period is from 27 April 2020 to 7 August 2020.

10. Luggage should be neatly packed and shall not contain any perishable items, items that are flammable, illegal weapons, drugs or any other illegal items as governed by the Law of the Republic of Singapore.

11. Lot allocation is subject to availability.

12. Office of Housing Services reserves the right not to process any application.

13. Each applicant is strictly allowed to apply for one lot only.

14. Please note that by making payment for your application, you are deemed to have accepted the terms and conditions of the Housing Agreement, application exercise and the accommodation's Rules and Regulations.
# TABLE OF ADMINISTRATIVE CHARGES

<table>
<thead>
<tr>
<th>Description of Charges</th>
<th>Amount Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) “Over stayer” Fees</strong></td>
<td>$ 21.40 (Incl. GST) and the number of nights overstayed.</td>
</tr>
<tr>
<td>Residents without vacation stay booking.</td>
<td></td>
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<tr>
<td><strong>2) Late Application Fee</strong></td>
<td>$ 10.70 (Incl. GST)</td>
</tr>
<tr>
<td>Residents who missed the Vacation Application window period of 25 April to 29 April 2020.</td>
<td></td>
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<tr>
<td><strong>3) Late Collection of Luggage Storage</strong></td>
<td>$ 5.00 per day (Incl. GST)</td>
</tr>
<tr>
<td>Residents who fail to collect their items from the luggage storage slot by the stipulated date.</td>
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