



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

RESIDENCE FEE PAYMENT

1. STATEMENT

This document aims to provide information regarding payment of residence and related fees. All residents are advised to read through this document carefully and bookmark it for future reference. This document will be reviewed and/or updated with the most current information.

With regard to penalties, RHO handles these in the first instance; more serious penalties or appeals are handled by the University.

Any queries should be directed to the Residential Hall Office, hereafter RHO, at 8592-5703, or via email to residence@usj.edu.mo, or by meeting with RHO located on the second floor at the Residential Hall.

2. SCOPE

What is written on this document is applicable to all USJ students, staff, and guests residing, or intending to reside, in University on-campus Residential Hall (hereafter, RH). They are all referred to as residents in this document.

3. RESIDENTS' PAYMENT RESPONSIBILITIES

All residents are responsible for paying the residence and its related fees within the time frame specified by University. Payment is due as stipulated in the University's Residence and Related Fees applicable for each academic year.

Residence fee, together with deposit for first-time resident who stays for 28 consecutive nights or more, must be fully paid upon University's confirmation in order to secure the accommodation.

4. PAYMENT PROCESS

Applicants who request to reside in the University RH and have been accepted by USJ RHO must pay the Deposit together with the first month's Residence Fee before the specified deadline.

Residents who are already residing in the University RH, who have opted to continue the stay for the next Semester/Summer and have been accepted by USJ RHO must at least pay the first monthly Residence Fee before the specified deadline. Their deposit will be kept by the University in order to secure the accommodation.



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For Residents with cash flow difficulty, they may submit a request to the Head of Residential Hall Office via residence@usj.edu.mo, special arrangement can be made for them, if approved.

5. PAYMENT METHODS

5.1. Transfer to the Bank Account

There are two banks available: either Bank of China Macau Branch (BOC) or Banco Nacional Ultramarino (BNU). Please be aware that banks generally charge an additional fee for international transfers. As you will need to cover the costs of these charges, please check with your bank about these costs before transferring money to the University. **It is important that the University receives the correct amount after any charges have been deducted by your bank.**

Here below is the relevant information of the two banks:

For BOC , please use the following details: Bank: Bank of China, Macau Branch Account Name: Universidade de São José Account Number: 00181101200142725 Swift Code: <u>BKCHMOMX</u>	For BNU , please use the following details: Bank: Banco Nacional Ultramarino Account Name: Universidade de São José Account Number: 9000071755 Swift Code: <u>BNULMOMX</u>
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5.2. Band Cheque / Bank Draft / Credit Card

Please make the bank cheque/draft payable to **University of Saint Joseph** or 聖若瑟大學

PLEASE NOTE, a copy of bank transfer, must be presented to the Residential Hall Office via residence@usj.edu.mo, on or before the due date for the payment. All residents may opt to present the proof in person to the Residential Hall Office located on the second floor at the Residential Hall, or by email to residence@usj.edu.mo

6. LATE PAYMENT

Applicants who fail to pay the residence fee and deposit on or before the due date will forfeit the offer and their accommodation will not be kept.

All residents who fail to pay the residence fee on or before the due date, a **penalty of 5%** will be added to the amount due, immediately after the deadline, without any notification in advance.



Any residents who fail to pay the residence fee for two consecutive months will be

- limited or restricted to access the Residential Hall, and/or
- asked to withdraw from the Hall on the next day after receiving a written notification.

The University may also terminate a student's study and/or to withhold his/her testimonials and academic transcripts and the conferment of awards on account of non-settlement of outstanding fees and charges which include residence and associated fees.

7. REFUND

Residents who paid the residence fees and request to cancel the stay are subject to the Refund Policy stipulated below:

Submission Time	Treatment
Before the Residential Period starts	90% of the paid residence fees may be refunded
Within the first 3 weeks of the Residential Period	50% of the paid residence fees may be refunded
Within the first 5 weeks but beyond the first 3 weeks of the Residential Period	25% of the paid residence fees may be refunded
Beyond the first 5 weeks of the Residential Period	No refund

Regardless of the submission time, if the resident's visa is not granted by the local government authority resulting in termination or suspension of his/her stay in Macau, s/he will only be liable for the residence fee associated with the period of stay, which will be calculated by the daily rate multiplied by the number of days of occupancy in RH; the rest of the paid residence fee will be refunded.

8. LOSS AND DAMAGE

The resident is responsible for any damage or loss found in the room or hall which is caused by himself or herself. Corresponding cost (on the price list or upon quotation) will either be deducted from the security deposit and/or paid by the resident himself or herself. A price list for loss and



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damage is attached in the information kit. Please refer to 3.3 and 4.11.4 of "[Regulations and Rules Governing the Residential Hall](#)"

9. RELATED DOCUMENTS

- 9.1. USJ Residential Hall Fees
- 9.2. Regulations and Rules Governing Residential Hall
- 9.3. Residence Application Form

Author: Residential Hall Office

Approved by: Executive Council

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