



RESIDENCE FEE PAYMENT

1. STATEMENT

This document aims to provide information regarding the payment of residential and all related fees. All residents are advised to read through this document carefully and bookmark it for future reference. This document may be updated without further notice.

Any queries should be directed to the Technology and Facilities Office, hereafter TFO, at 8592 5703, via email to residence@usj.edu.mo or by meeting with TFO Residential Team.

2. SCOPE

What is written on this document is applicable to all USJ students, staff, and guests residing, or intending to reside in our University Residential Hall (hereafter, RH). From here on referred to as Residents.

3. RESIDENTS PAYMENT RESPONSIBILITIES

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

Residence fee, together with the first-time resident deposit must be fully paid upon University's confirmation in order to secure the accommodation.

4. PAYMENT PROCESS

Applicants who request to reside in RH and that have been accepted by TFO must pay the deposit together with the first Rate of Residence Fee before the specified deadline.

Residents who already reside in the RH and who have opted to continue the stay for the next Semester have to pay the following Rate fee after being accepted by TFO to extend their stay. Their previously paid deposit will be kept by the University in order to secure the accommodation.

For Residents having temporary difficulty in paying their Residential fees, a request may be submitted via residence@usj.edu.mo explaining the situation so that a special arrangement can be studied.

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 check with your bank if the trading commissions will be deducted from the customer side. **It is important that the University receives the correct amount after any charges have been deducted by your bank.**



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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. Bank Cheque / Transfer Receipt / Credit Card

Please make the bank cheque/transfer receipt is issued to **University of Saint Joseph** or **聖若瑟大學**.

PLEASE NOTE, a copy of bank transfer, must be presented to the TFO 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 TFO Residential Team located on 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.

Any residents who fail to pay the residence fee on time may:

- See their access to the RH limited or restricted, and/or
- informed to leave the RH 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 have paid the residence fees and request to cancel the stay are subject to the Refund Policy stipulated below:

After the Residential period ends an assessment of the condition of the room and its contents will be made. After this analysis the Deposit will be refunded (after deducting any damages).

Late Check in and/or early Check out are not refundable.



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8. LOSS AND DAMAGE

The resident is responsible for any damage or loss found in the room or hall. Corresponding cost (on the price list or upon quotation) will either be deducted from the security deposit and/or paid by the resident. The price list for any damages and/or loss is available for consultation on the Residential Hall Office.

9. RELATED DOCUMENTS

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

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