

Frequently Asked Questions on Buying Pre-paid Parking Coupons

Q1. How can I apply?

Students can go to the **Hong Kong Institute of Educational Research (HKIER) office** at Room 204, Ho Tim Building, Shatin, New Territories¹ to obtain an application form with HKIER's authorized signature and chop. The duly completed application form together with your driving licence and the appropriate fee (in cash or cheque, made payable to "The Chinese University of Hong Kong") have to be presented to the **Security Office** at the Security and Transport Building (near the University main entrance at Tai Po Road) during office hours for processing. You will be able to buy the parking coupons at the spot.

Q2. What are the office hours?

HKIER Office: **Mon – Fri: 8:45 a.m. to 1:00 p.m.; 2:00 to 5:30 p.m. (to 5:45 p.m. on Fridays)**
Security Office: **8:30 a.m. to 6:00 p.m. on weekdays.**

Q3. How much should I pay for the parking coupons?

Each parking coupon costs HK\$20 and entitles its bearer a 5-hour-parking.

Q4. What if I cannot submit my application during office hours?

Those who cannot apply during office hours may leave their application form, a copy of your driving licence and the appropriate fee at the Security Office for process and then collect the parking coupons at the Security Office 2 working days later. Please call the Security Office at 3943 8645/3943 7991 for details.

Q5. Who are eligible to apply?

Part-time students who possess a valid driving licence and have to drive to attend classes held in the University campus are eligible to apply for buying pre-paid parking coupons.

Q6. What is the application period?

Application can be made all year round, but the usual time is before the start of your programme.

Q7. When should I buy parking coupons from the Security Office?

There is an expiry date (30 September of every year) on the parking coupons. Parking coupons with a new expiry date (valid till 30 September next year) will be available at the Security Office in late August to early September every year. Students are advised to make purchase after the new coupons are available; otherwise they may need to go to the Security Office twice and make two or more purchases (i.e. first time for coupons expire on 30 September of the current year; second time for coupons expire on 30 September next year). If you wish to buy coupons in late August/early September, please call the Security Office at 3943 8645/3943 7991 to check if the new parking coupons are available first.

Q8. How many parking coupons can I buy?

The maximum number of parking coupon that you may buy for your course of studies have been fixed and stated on the application form. You are free to determine the actual no. of parking coupons to be bought and the no. of parking coupons to be bought each time, provided that the total number does not exceed the pre-set number.

Q9. Who should I approach if I have any questions?

For enquiries, please contact the Security Office at 3943 8645/3943 7991 during office hours.

¹ This is a temporary location of the HKIER office.
FAQ prepared by HKIER_Nov 2023