



**Application for Franki Centre Parking Permit  
April to June 2018  
(For Part-time Evening Staff and Students of SCE)**

Part-time evening staff and students of SCE may now apply for temporary parking permits issued by the School and use the designated parking spaces located on the second basement floor of the Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon.

**ELIGIBILITY**

To be eligible for the temporary parking permit issued by the School,

- a) the applicant must be a serving part-time evening staff or a current part-time evening student of SCE;
- b) the applicant must be a holder of valid Hong Kong driving licence; and
- c) the applicant or his/her spouse must be the owner of the vehicle(s) concerned.

**PARKING TIME**

Holders of the parking permits may use the parking spaces on the day(s) as specified on the permit. The time of usage is restricted to:

Monday to Friday	6:00 p.m. - 11:00 p.m.
Saturday	1:30 p.m. - 11:00 p.m.
Sunday	7:00 a.m. - 11:00 p.m.

**CHARGES**

The charges for the issue of parking permit are:

- (i) For designated single day's parking (i.e. selected from either Monday, Tuesday, Wednesday, Thursday, Friday, Saturday or Sunday of a week):
  - HK\$120 per month (i.e. HK\$360 per quarter)
- (ii) For all days' parking (i.e. any days during a week):
  - HK\$300 per month (i.e. HK\$900 per quarter)

The applicant has to pay in advance the total charges counting from the month in which the permit is issued up to the expiry date of the permit.



## APPLICATION PROCEDURE

1. Obtain an application form from any of following SCE counters:
  - 2/F, Franki Centre, 320 Junction Road
  - 4/F, David C. Lam Building, Shaw Campus
  - 8/F, SCE Tower, University Road Campus

or download the application form from the SCE's webpage:

[http://www.sce.hkbu.edu.hk/info/fc\\_parkingpermit](http://www.sce.hkbu.edu.hk/info/fc_parkingpermit)

2. **Return the completed application form to any of the above locations on or before 15 March 2018.** Please drop your form into the collection box marked "Parking Permit for Part-time Evening Staff and Students (Franki Centre)".
3. If the number of applications received exceeds the number of parking spaces available, random drawing would be arranged.
4. Applicants would be notified of the results individually by phone or via email on or before 20 March 2018. **Successful applicants are required to complete the registration procedure at the counter located on 2/F, Franki Centre during the period of 20 to 29 March 2018.**

## ENQUIRIES

Should you have any queries, please feel free to contact Ms. Bonnie Siu at 3411 4395.

Headquarters Administration  
Administration Division  
28 February 2018