

GUIDANCE NOTES OF DEFERRAL OF TUITION AND/OR GRADUATION FEE PAYMENT

[Applicants please read these notes before filling the application form]

Eligibility

Applicants of CityU SCOPE non-local degree and advanced diploma programmes are eligible to apply for deferral of tuition fee payment if they have financial difficulties to settle their tuition and/or graduation fee payment.

How to apply

- Completed *Application Form for Deferral of Tuition and/or Graduation Fee Payment* together with photocopies of relevant supporting documents (e.g. notice of fee payment, income proofs of you and your family members which show the recent 3 months' income and assets, and medical certificate of the breadwinner) should be submitted **at least 2 weeks** before the original payment due date in person to the following locations during office hour:

CityU SCOPE Main Office

LG/F, Academic Exchange Building

City University of Hong Kong

Tat Chee Avenue

Kowloon

Office Hours: 9am – 7pm (Mon-Fri)

9am – 4pm (Sat)

CityU SCOPE Tsim Sha Tsui East Learning Centre

UG203 ChinaChem Golden Plaza

77 Mody Road

Tsim Sha Tsui East

Kowloon

Office Hours: 9am – 9pm (Mon-Fri)

9am – 6pm (Sat)

Notes: Incomplete application forms will not be processed. Late submission will not be considered unless with sound reasons.

Notification of Result

- If all required information and relevant supporting documents are provided, normally you will be notified of the result by email within 2 weeks after the submission of application. You may be requested to provide further information and documentary proofs. In that case the processing time will be longer.
- Successful applicants will still need to pay \$3,000 by the original fee payment due date. A new fee payment due date will be given in the notification of result.
- Unsuccessful applicants will need to pay all outstanding fees by the original payment due date. If the original payment due date has passed when they receive the unsuccessful result, they will need to pay within 5 working days after the date the result is issued.

Points to Note

- Applicants need to file a separate application for each instalment of fee.
- Late charge will be levied on all late payments. CityU SCOPE reserves the right to withhold students' examination result and/or academic transcripts / records before students settle all outstanding fees and/or late charges.

Data Privacy

Information provided by applicants will be treated strictly confidential and will be used by the CityU SCOPE for consideration of deferral of fee payment, contact with applicants and other related administrative work only. Application forms and information provided will be kept for a period of no more than one year after applicants' last application of deferral of fee payment.

Enquiry

For enquiries, please contact our colleagues at 3442 7423.

Acknowledgement of Application for Deferral of Tuition and/or Graduation Fee Payment

Name : _____

HKID Card No.: _____ (Prefix and first 4 digits, e.g.A1234)

Programme : _____

(For Office Use)

Date of Application

APPLICATION FORM FOR DEFERRAL OF TUITION AND/OR GRADUATION FEE PAYMENT

Please complete the application form in **BLOCK** letters. Please also refer to the guidance notes for application before completing this form. Completed form with all supporting documents should be submitted in person to School of Continuing and Professional Education at Academic Exchange Building at Kowloon Tong **at least 2 weeks before the payment due date. Late submission will not be considered unless with valid justification. Successful applicants will still need to pay \$3,000 by the original payment due date.**

Name in English _____ Mr / Mrs / Ms*
(as shown on HKID Card)

Name in Chinese _____ Gender: M / F* Date of Birth _____ (dd/mm/yy)

HKID Card No. _____

Correspondence Address _____
(Please ✓ one box)

Hong Kong Kowloon New Territories

Others (Please specify) _____

Day-time Tel No. _____ (Home) _____ (Mobile) _____

Email _____

Programme: _____

Description of the fee(s): _____

Original Payment Due Date: _____ (dd/mm/yy) Fee Amount: HK\$ _____

I. Justification for Application (Please use separate sheet if space below is inadequate and attach **relevant supporting documents**)

II. Financial Circumstances

	Name	Present Occupation	Present Monthly Income HK\$	Savings as at today HK\$	Expenditure on house mortgage / rent per month HK\$
a)	Applicant				
b)	Father				
c)	Mother				
d)	Other family members living together				
e)	Spouse (if any)				
f)	Children (if any)				

III. Checklist

Supporting documents to be submitted where appropriate:

- A photocopy of notice of fee payment
- Income proofs of you and your family members of the same household for the recent 3 months
- House mortgage loan repayment or rental proof for the recent 3 months
- Medical certificate of the breadwinner
- Other / Please specify: _____

REMARKS: Application forms without adequate information and supporting documents will not be processed.

DECLARATION AND CONSENT:

I declare that the above information is complete and correct and all the required documents have been attached at the time of submission. I understand that any false and misleading information provided may result in disciplinary action by the School.

I authorize CityU SCOPE to handle and use the personal data/information/ documentary proofs in this application in accordance with Data Privacy mentioned in the Guidance Notes on Deferral of Tuition and/or Graduation Fee Payment.

Should my application be approved, I undertake to settle the fee(s) on or before the deferred payment due date. If I fail to do so, I understand late charge will be levied on all late payments and my examination results and/or academic transcripts / records will be withheld by CityU SCOPE until all outstanding fees and/or late charges are settled.

Signature of Applicant

Date

(For Office Use Only)

Evaluation

- I support the applicant's application (New Payment Due Date: _____)
- I do not support the applicant's application.

Reasons:

Other follow-up actions:

Signature of Approver: _____
(Name: _____)

Date : _____

The applicant was notified of the result on _____