

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Graduate School**  
**APPLICATION FORM FOR REFUND OF CAUTION MONEY**

**Personal Information Collection Statement :**

1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976/8977 or email to [gradschool@cuhk.edu.hk](mailto:gradschool@cuhk.edu.hk).

**Note:** The General Regulations Governing Postgraduate Studies stipulated that:

4.3 *Caution money shall be payable as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation or withdrawal of studies at the University. For graduating students, caution money shall be converted into graduation fee, which shall be payable by all students on completion of their study programmes.*

Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Degree/Diploma/Certificate and Study Programme: \_\_\_\_\_

Student ID No.: \_\_\_\_\_ Time Basis:  Full-time  Part-time

Contact Tel. No. (HK): \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Arrangement to Refund Caution Money:**

*(Note: Bank charges would be incurred for refund made by bank draft or telegraphic transfer and such charges will be deducted from the refund amount.)*

By local HKD cheque: Name of payee: \_\_\_\_\_, and mail to the address below:

\_\_\_\_\_  
\_\_\_\_\_

By bank autopay (within HK): Name of bank: \_\_\_\_\_  
Account name: \_\_\_\_\_  
Account no.: \_\_\_\_\_

By bankdraft: Name of payee: \_\_\_\_\_, and mail to the address below:  
*(See Note above)* \_\_\_\_\_

Currency: \_\_\_\_\_

For bankdraft to be presented to banks in China, please provide the following:

Location of the bank: \_\_\_\_\_ (province) \_\_\_\_\_ (city)

By Telegraphic transfer: (TT) Beneficiary name: \_\_\_\_\_  
Currency to be remitted: \_\_\_\_\_ (No RMB TT to personal acct in Mainland China)  
*(See Note above)*

Bank and branch name: \_\_\_\_\_

Bank SWIFT code/BIC address: \_\_\_\_\_

Bank account name/IBAN code: \_\_\_\_\_

Beneficiary telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the student: \_\_\_\_\_

**Office Use Only**

No outstanding claim

Outstanding claims \$ \_\_\_\_\_ (See attached)

Others \_\_\_\_\_

Handled by and Date : FO \_\_\_\_\_ FS \_\_\_\_\_

Form sent to Bursary on: