Application for Refund of Tuition Fee / Deposit

Notes to applicants:

1. The original copy of payment proof should be submitted together with this application.
2. If your application is approved, the tuition fee/deposit will be refunded by cheque. Please note that:
   a) A 5% administrative fee will be charged from the refund.
   b) Cheque will expire in six months from the date printed on it. It should be deposited before the expiry date.
   c) Expired cheque will not be re-issued.

I. Applicant's Particulars

Full Name: HKID No.:

Programme Admitted:

Contact No.:   (Mobile)   (Home)

Email:

II. Reasons

Please state your reason(s) for refund:

_____

_____

III. Refund cheque information

If your application is approved, the refund will be paid by cheque. Please write the <u>payee's name</u> (who should be a bank account holder) clearly in <u>BLOCK</u> letters:

_____

IV. Supporting documents

☐   Offer letter, email or enrolled documents of UGC-funded undergraduate programme / undergraduate programme subsidised under SSSDP

☐   Original copy of payment proof   ☐   Copy of HKID card

☐   Others, please specify: _____

V. Declaration

I have read the "Notes to applicants" above and understand the requirement stated therein.

Signature :_____   Date:_____

VI. For Office Use

Action	Handled by	Date
Date received		
Decision : Approved / Not Approved		
Cheque issued on		
Informed student on		

(August 2022)