

Course Issues Application Form

(For All LiPACE Programmes – Except Diploma of Applied Education / Overseas Degree)

Please return this form with the supporting documents (if any) to the Service Counter at Kwai Hing Campus. Payment could be made by EPS/Credit Card/UnionPay/crossed cheque payable to "Hong Kong Metropolitan University".

1. Personal Particulars

Name: Mr. / Ms. _____ (English) _____ (Chinese)

HKID / Passport No.: _____ Student No.: _____ Contact Phone No.: _____

Email: _____ Study Programme: _____

Correspondence Address: _____

If you would like to change your personal contact information in our student record, please tick "✓" as appropriate and complete the relevant information.

2. Item(s) of Application (Please tick "✓" as appropriate)

Your application will only be processed after the administrative fee is settled (which is non-refundable unless other specified, regardless of whether your application is approved or not).

	Item	Non-refundable* Administrative Fee	Remarks
<input type="checkbox"/> a)	Exemption: Individual courses in Certificate / Diploma / Associate Degree / Higher Diploma	\$470 per course	Please list and provide the copies of relevant documents in support of your application. Application must be made no later than 2 weeks after the commencement of a semester.
<input type="checkbox"/> b)	Withdrawal Reason: <input type="checkbox"/> Studying elsewhere in Hong Kong Programme: _____ Institution: _____ Level: <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others _____ <input type="checkbox"/> Studying Overseas Country: _____ Programme: _____ Level: <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others _____ <input type="checkbox"/> Employment <input type="checkbox"/> Financial hardship <input type="checkbox"/> Unsatisfactory academic progress <input type="checkbox"/> Heavy academic workload <input type="checkbox"/> Health <input type="checkbox"/> Loss of interest in the programme <input type="checkbox"/> Others (please specify _____)	N/A	Except for unsuccessful applications and course cancellation, tuition fees paid are not refundable. The School reserves the right to waive this condition and consider partial refund under extreme circumstances for legitimate applications which are provided with supporting documents and received no later than 14 calendar days after course commencement. If the applied programme / course is already over-subscribed or cancelled, either a refund, transfer to another programme/course, or deferment to next intake is permitted without charge.
<input type="checkbox"/> c)	Programme / Course Fee Refund: <input type="checkbox"/> For full-time and part-time mirror programmes	\$250	
	<input type="checkbox"/> For professional programmes and certificate courses	\$250 per course	
<input type="checkbox"/> d)	Class Transfer (For Full-time Programmes only)	N/A	Applications must be made no later than 14 calendar days after course commencement. <u>Please provide supporting documents for justification.</u>
<input type="checkbox"/> e)	Programme / Course Transfer: <input type="checkbox"/> For full-time and its part-time programmes	\$300	
	<input type="checkbox"/> For professional programmes and certificate courses	\$300 per course	
<input type="checkbox"/> f)	Deferment of Study	\$300 per course	
<input type="checkbox"/> g)	Deferment of Examination: <input type="checkbox"/> For full-time and its part-time programmes	N/A	Applications must be made within 5 calendar days (for full-time and its part-time programmes) / within 7 calendar days (for professional programmes and certificate courses) after examination. Supporting documents are required. Application without supporting documents will NOT be accepted.
	<input type="checkbox"/> For professional programmes and certificate courses	\$250 per course	

	Item	Non-refundable* Administrative Fee	Remarks
<input type="checkbox"/> h)	Resit Examination / Re-assessment	\$220 per course	Applications must be made within 7 calendar days (for full-time and its part-time programmes) / 14 calendar days (for part-time certificate/professional programmes) of results announcement. The highest Overall Grade obtainable in re-assessment will be capped at "C"
<input type="checkbox"/> i)	Appeal against Results	\$650 per course	Applications with supporting document (if any) must be made within 7 calendar days (for full-time/part-time mirror programmes) / 14 calendar days (for part-time certificate/ professional programmes) from the day of results announcement. <i>*Remarks: The fee is only refundable for successful cases of appeal in the circumstances that a more favorable course result is awarded.</i>
<input type="checkbox"/> j)	Student Card Issuance / Replacement	\$100	Please attach a recent photo (3cm x 2.5cm) with your name, student number and programme code written on the back (only applicable to current students).
<input type="checkbox"/> k)	<input type="checkbox"/> Certification of Attendance <input type="checkbox"/> Certification of Achievement / Certification of Attainment	\$300 per course	Please make sure that you have met the attendance requirement of the course concerned. Applicant will receive notification for document collection within 7 working days.
<input type="checkbox"/> l)	Replacement of Award Certificate	\$800 per certificate	Programme Certificate is a unique document. No duplicate copy will be issued. The replacement certificate shall in general follow the current format of the award certificate and bear the signatures of the current School officers. Graduates graduated within 7 years from when their application for re-issuance of certificates is made, subject to the submission of police report/notarized statement/declaration administered by Commissioner for Oaths, can apply for a replacement certificate. The official documentary proof of the loss of the certificate must include the following information: i. the applicant's name and his/her HKID/personal ID number which has registered with the School; and ii. the lost certificate's award title and the programme completion year; and iii. that the lost certificate is awarded by HKMU Li Ka Shing School of Professional and Continuing Education. The application for replacement of certificate shall only be processed after all the relevant documents and the application fee have been received. It normally takes 4 weeks to process. Applicants will receive a SMS for document collection. Replacement of certificate is not applicable to graduates who have graduated more than 7 years. Graduates are advised to apply for a Testimonial (item n) to certify their graduation status.
<input type="checkbox"/> m)	Additional Official Transcript	\$100 per copy	Applicant will receive notification for document collection within 7 working days.
<input type="checkbox"/> n)	Testimonial <input type="checkbox"/> For current student <input type="checkbox"/> For graduate	\$100 per copy	Applicant will receive notification for document collection within 7 working days.
<input type="checkbox"/> o)	Certified True Copy (certificate and transcript only)	\$100 per document	Applicants should submit the application with the original certificate or transcript to the service counter in person. Applicant will receive notification for document collection within 7 working days.
<input type="checkbox"/> p)	Overdue payment charge	\$500	For those deferred payment applicants who have failed to settle the tuition fee balance before the approved deadline.
<input type="checkbox"/> q)	Re-registration charge	\$500	For those students who are de-registered but would like to reinstate their study in the same programme.
<input type="checkbox"/> r)	Visa fee (for non-local student)	\$500	Only applicable to full-time programmes.
<input type="checkbox"/> s)	Certification of Payment <input type="checkbox"/> For full-time and part-time mirror programmes <input type="checkbox"/> For professional programmes and certificate courses	\$100 \$100	Applicant will receive notification for document collection within 7 working days.
<input type="checkbox"/> t)	Certification of University Retitling	\$100	A free standard version is available in this URL: https://bit.ly/3kDcugv . Graduates may apply for a personalized version with personal particulars and programme with a fee. Applicant will receive notification for document collection within 7 working days.

3. Relevant Programme / Course Information (for all items)

Programme / Course Code and Title:

--

<< For students applying for Transfer of Programme / Course and Deferment of Study, please fill below: >>

Original Programme / Course			For Office Use Only				
Programme / Course Code and Title	Class	Intake (YYYY/MM)	No. of Enrollment	Class Size	Course Start Date	Exam/End Date	Course Status ⁺
<input type="checkbox"/> Transferred / <input type="checkbox"/> Deferred to *:			No. of Enrollment	Class Size	Course Start Date	Exam/End Date	Course Status ⁺
			Provided by: _____ Date: _____				

* Please ensure that there will be no time clash between the chosen courses with your other enrolled courses.

+ Course status (confirmed, pending or cancelled)

4. Bank Account Information for Refund

For applicants of item c with MyHKMU log-in ONLY

The refund will be made to your bank account directly.

Please tick to acknowledge that you understand that you have to input/update your bank account information in *MyHKMU* within 5 working date after submitting this application. Failure to provide accurate bank account information in *MyHKMU* will affect the payment by the University to your bank account.

For applicants of item c without MyHKMU log-in ONLY: Please fill out bank account information below.

Name of Account Holder : (Must be identical as your name**)											
Bank Name:											
Bank Code:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>										
Branch Code:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>										
Bank Account No.: (6 to 9 digits)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

** If the applicant is not the holder of the local bank account, please provide an authorization letter.**

5. Reason(s) for Application

Supporting Document(s) Attached Medical Certificate Company Letter Certificates
 Others (Please specify) _____

Signature: _____

Date: _____

學院辦公室及葵興校園：新界葵涌葵昌路 51-53 號
 九龍貿易中心第 2 座 8-11 樓
 電話：(852) 3120 9988
 傳真：(852) 2381 8456
 荔景校園：新界葵涌荔景山路 201-203 號
 傳真：(852) 3568 0494
 電子郵件：lipace@hkmu.edu.hk
 網址：http://www.hkmu.edu.hk/lipace

LiPACE Office & Kwai Hing Campus: 8/F-11/F, Tower 2, Kowloon Commerce Centre,
 51-53 Kwai Cheong Road, Kwai Chung, N.T.
 Tel: (852) 3120 9988
 Fax: (852) 2381 8456
 HKMU-CITA Campus: 201-203 Lai King Hill Road, Kwai Chung, N.T.
 Fax: (852) 3568 0494
 Email: lipace@hkmu.edu.hk
 Website: http://www.hkmu.edu.hk/lipace

For Office Use Only

Appeal against Results (for item i only)

To Be Completed by Programme Leader																
Original Course Result Information	Verified Course Result after Appeal															
Student's Attendance (%) _____ Attendance Requirement (%) _____ CA Marks _____ Exam Marks _____ Overall Marks _____ Final Grade _____	<input type="checkbox"/> Verified attendance _____% <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Verified Result</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Weighting</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Overall Pass</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">CA _____ %</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">Exam _____ %</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">100%</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table> <p align="right">by _____ Date: _____</p> <p align="center">(with a copy of re-marked answer script)</p>	<u>Verified Result</u>	<u>Weighting</u>	<u>Overall Pass</u>	_____	CA _____ %	<input type="checkbox"/> Yes	_____	Exam _____ %	<input type="checkbox"/> No	_____	100%	_____	_____	_____	_____
<u>Verified Result</u>	<u>Weighting</u>	<u>Overall Pass</u>														
_____	CA _____ %	<input type="checkbox"/> Yes														
_____	Exam _____ %	<input type="checkbox"/> No														
_____	100%	_____														
_____	_____	_____														

Comments and Recommendation:

Recommended Not Recommended

by PL [for items (a), (d) to (e) and (i)]

PL [for item (b)]

[i] PL contacted the student on _____.

[ii] Reason for withdrawal: *(please provide details)* _____.

[iii] Recommendation: _____.

AM(AS) [for items (n, current student only), (p) to (s)]

AM(AS) and UHd(RU) [for item (c) non Band-A programmes only]

PL [for item (c) Band-A programmes only]

AM(EGT) [for items (g), (h), (j) to (n, graduate only), (o) and (t)]

DivHD/AHd and UHd(RU) [for item (f)]

Signature: _____

Date: _____

Approval:

Administrative fee waived / refunded

Approved Not Approved

by DivHD/AHd and UHd(RU) [for items (d) to (e)]

UHd(RU) [for items (b), (j) to (t)]

BoE Chair [for items (a), (g) to (i)]

AD(QAC) [for item (f)]

Dean [for item (c) and cases with financial implications]

Signature: _____

Date: _____

Follow-up Action:

Reply letter sent to applicant on _____.

Student Card / Certificate / Transcript / Notes issued / sent to applicant on _____.

Refund Request / Course Transfer / Deferral List / Reverse Registration List sent to FFMO on _____.

Others (please specify: _____).

Done by: _____

Date: _____

Checked by: _____

Date: _____