

Application for Deferred Payment of Tuition Fee 延遲繳交學費申請表
(for Full-Time & Part-Time Programmes 全日制及兼讀制課程)

Important Notes to Applicant

Unless you or your family is receiving Comprehensive Social Security Assistance (CSSA) (supporting document is required), you are required to pay a deposit of HK\$5,000[△] while applying for defer payment of tuition fee. Students may send the completed form and supporting documentation before payment deadline where appropriate by email to ru_aso@hkmu.edu.hk, by post or in person to the Admission Counter of Kwai Hing Campus at 11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T.

除非你或你的家庭屬綜援受助家庭(需提交有關證明), 否則於遞交表格時須繳交按金, 金額為 HK\$5,000[△]。同學必須於繳交學費限期前將「延遲繳交學費申請表」及有關證明文件親臨或郵寄到葵涌葵昌路 51-53 號九龍貿易中心第 2 座 11 樓葵興校園報名處或電郵至 ru_aso@hkmu.edu.hk.

[△] except Diploma of Applied Education 應用教育文憑除外

Student Information 學生資料

Student Name 學生姓名: _____ (English 英文) _____ (Chinese 中文)

HKID No. 身份證號碼: _____ Student No. 學生編號: _____

Daytime Contact No. 日間聯絡電話: _____ Study Mode 修讀模式: FT 全日制 / PT 兼讀制*

Programme Code & Title 課程編號及名稱: _____

Intake of Study 入學年份: _____ Class 班別: _____

Tuition Fee 學費 HK\$ _____ Year 學年 _____ Semester 學期* Semester A/ Semester B

* Delete as appropriate 請刪去不適用者

I write to apply for deferment / further deferment* of tuition fee payment for the following reason:

本人現申請延遲/再度延遲* 繳交學費, 原因如下:

I am applying for the FASP/NLSPS/ENLS* from the Student Financial Office (SFO) on _____ (DD/MM/YYYY).

本人於 _____ (DD/MM/YYYY) 向學生資助處申請專上學生資助計劃/免入息審查貸款計劃/擴展免入息審查貸款計劃*。

Please attach the latest correspondence with SFO to support your application (e.g. SFO reply letter).

Otherwise your application would not be considered.

請提交與學生資助處的通訊, 或該處最新發出的文件 (如: 學生資助處的覆函)。否則你的申請將不獲受理。

Other reason (please specify) ⁺Supporting document is required, otherwise your application would not be considered.

其他原因(請註明) ⁺請提交有關證明, 否則你的申請將不獲受理。

I understand that the School may contact SFO for updated status of my FASP/NLSPS/ENLS application. I also understand that if my application for payment deferral is approved, I will be required to settle the outstanding fee in full by the extended deadline specified by the School, or else I will be charged an administration fee for late payment or even be de-registered from study. The School has the right to take legal action to recover the overdue payment.

本人明白學院會向學生資助處查詢我所申請有關資助的批核情況。本人明白如本延遲繳交學費申請獲批, 本人須在學院所訂之限期前清還未繳付的學費, 否則會被收取行政費用, 甚至終止學藉, 學院並有權向本人追討所欠款項。

Signature 簽名: _____

Date 日期: _____

Remarks 附註:

Every effort will be made to process applications received in a timely manner. Normally you will receive the result via your student email address within 2 weeks from the date of submission. If you do not receive any reply from the School, please write to ru_aso@hkmu.edu.hk or contact us on 3120 9988.

學院會儘快處理所有申請，申請結果一般會在遞交後兩星期內發送至你的學生電郵郵箱。若您未收到回覆，請發送電郵至 ru_aso@hkmu.edu.hk，或致電 31209988 查詢。

An administration fee of HK\$500 per application will be levied for late payment. For reinstatement of study after de-registration, the administration fee is HK\$500. It should be paid together with the outstanding fee in full.

逾期繳費須支付行政費用 HK\$500 (以每次申請計算)，被撤銷學籍的同學若申請重新註冊，須支付行政費用 HK\$500，及清繳欠款。

For Office Use only

<p>Payment Status</p> <p><input type="checkbox"/> Semester A deposit paid: _____ Date: _____</p> <p><input type="checkbox"/> Semester A balance payment original deadline: _____</p> <p><input type="checkbox"/> Semester B deposit paid: _____ Date: _____</p> <p><input type="checkbox"/> Semester B balance payment original deadline: _____</p> <p>Remarks: _____</p> <p>_____</p>

<p>Recommendation</p> <p><input type="checkbox"/> Yes, Extended Deadline: _____</p> <p><input type="checkbox"/> No</p> <p>Remarks: _____</p> <p>Signature: _____ Date: _____</p>

<p>Decision</p> <p>UHd(RU)/ AM (A&R)</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p>Remarks: _____</p> <p>Signature: _____ Date : _____</p>
