

## Course Issues Application Form (Overseas Degree Programmes)

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)	<b>Exemption</b>	N/A	Applicants should contact the Programme Leader at LIPACE for making an application to the overseas institute.
<input type="checkbox"/> b)	<b>Withdrawal</b> 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	<p>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 within 14 calendar days after course commencement.</p> <p>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.</p>
<input type="checkbox"/> c)	<b>Programme / Course Fee refund</b>	\$250 per programme / course	
<input type="checkbox"/> d)	<b>Class Transfer</b>	N/A	
<input type="checkbox"/> e)	<b>Programme / Course Transfer</b>	\$300	Applications must be made <b>within 14 calendar days</b> after course commencement. Please provide supporting documents for justification.
<input type="checkbox"/> f)	<b>Teaching Venue Transfer</b>	N/A	
<input type="checkbox"/> g)	<b>Deferment of Study</b>	\$300	
<input type="checkbox"/> h)	<b>Deferment of Examination</b>	N/A	Applicants should contact the Programme Leader at LIPACE for making an application directly to the overseas institute.
<input type="checkbox"/> i)	<b>Appeal against Results</b>	N/A	
<input type="checkbox"/> j)	<b>Student Card Issuance / Replacement</b>	\$100	Please attach a recent photo (3cm x 2.5cm) with your name, student number and programme code written on the back ( <b>only applicable to current students</b> ).
<input type="checkbox"/> k)	<b>Certification of Attendance</b>	N/A	Applicants should contact the Programme Leader at LIPACE for making an application directly to the overseas institute.
<input type="checkbox"/> l)	<b>Re-issue of Certificate Award</b>	N/A	
<input type="checkbox"/> m)	<b>Additional Official Transcript</b>	N/A	
<input type="checkbox"/> n)	<b>Overdue Payment Charge</b>	\$500	For those deferred payment applicants who have failed to settle the tuition fee balance before the approved deadline.
<input type="checkbox"/> o)	<b>Re-registration Charge</b>	\$500	For those students who are de-registered but would like to reinstate their study in the same programme.

	Item	Non-refundable Administrative Fee	Remarks
<input type="checkbox"/> p)	Testimonial	N/A	Applicants should contact the Programme Leader at LIPACE for making an application directly to the overseas institute.
<input type="checkbox"/> q)	Certificate of Payment	\$100	

### 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 <sup>+</sup>
<input type="checkbox"/> Transferred / <input type="checkbox"/> Deferred to *:			No. of Enrollment	Class Size	Course Start Date	Exam/End Date	Course Status <sup>+</sup>
			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)	<input style="width: 100%; height: 20px;" type="text"/>									
Bank Name:	<input style="width: 100%; height: 20px;" type="text"/>									
Bank Code:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Branch Code:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Bank Account No.: (6 to 9 digits)	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

\*\* 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

**Comments and Recommendation:** Recommended Not Recommendedby  PL [for items (d) to (f)] PL [for item (b)]

[i] PL contacted the student on \_\_\_\_\_.

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

[iii] Recommendation: \_\_\_\_\_.

 AM(AS) [for items (n), (o) and (q)] AM(AS) and UHd(RU) [for item (c)] AM(EGT) [for item (j)] DivHD/AHd and UHd(RU) [for item (g)]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval:** Administrative fee waived / refunded Approved Not Approvedby  DivHD/AHd and UHd(RU) [for items (d) to (f)] UHd(RU) [for items (b), (j), (n), (o) and (q)] AD(QAC) Chair [for item (g)] 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: \_\_\_\_\_