



**Application for Refund of Enrolment Deposit / Tuition Fee**

**I. Applicant Particulars**

Applicant ID No.: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_  
(in English) (in Chinese)

Programme Applied in CIHE/CBCC : \_\_\_\_\_

HKID No.: \_\_\_\_\_ Contact Tel No.: \_\_\_\_\_ Email: \_\_\_\_\_

**II. Details on Application for Refund** (Please tick "√" the appropriate box.)

( ) I have enrolled in a local full-time UGC-funded or SSSDP subsidised Bachelor's Degree programme in the 2023-24 academic year. I would like to apply for refund of the enrolment deposit / tuition fee\*. (\* Delete as inappropriate)

( ) Other reason(s), please specify:  
\_\_\_\_\_

Title of Bachelor's Degree Programme & Institution:

(Please attach the payment receipt and the offer letter received from the University / Institution.)

Refund Amount: HK\$ \_\_\_\_\_ (The full refund is with an administrative fee of HK\$500.)

Bank A/C No.: \_\_\_\_\_ (Bank Name: \_\_\_\_\_)

Beneficiary Name: \_\_\_\_\_

**III. Points to Note:**

1. Applicant should provide relevant documents from JUPAS Office, enrolment deposit and/or 1st instalment of tuition fee receipt for the enrolled local (i) full-time UGC-funded Bachelor's Degree programme, or (ii) SSSDP subsidised Bachelor's Degree programme.
2. An administrative fee of HK\$500 will be charged.
3. The process of refund, if approved, will take about four weeks.
4. Applicant will be informed of the result via phone / email by FEO.
5. The Institute / College reserves the right to refund the collected fees.

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

**IV. For Office Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Registry

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance & Estates Office

Vetted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice-President (Academic and QA)

Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice-President (Resources & Finance)

**V. Finance Office**

( ) Accepted ( ) Not Accepted : \_\_\_\_\_

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