



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: _____