



To : All Students
From : Finance and Estates Office
Date : 5 July 2023
Re : **Tuition Fees for the 2023/24 Academic Year**



We would like to draw your attention to the following regarding the payment of tuition fees for the 2023/24 academic year:

1. Students are required to settle the tuition fees according to the dates specified on the payment advices issued by the Finance and Estates Office (FEO) via the school email.
2. Please note the payment schedule for the 2023/24 academic year as specified below:

(i) **Bachelor's Degree and Higher Diploma Programmes of Caritas Institute of Higher Education (CIHE):**

Instalment	Due Date
1 st	Before Registration
2 nd	4 December 2023

Instalment	Due Date
3 rd	5 February 2024
4 th	3 April 2024

(ii) **Higher Diploma, Associate Degree and Diploma Programmes of Caritas Bianchi College of Careers (CBCC):**

Instalment	Due Date
1 st	Before Registration
2 nd	29 September 2023
3 rd	31 October 2023
4 th	30 November 2023
5 th	29 December 2023

Instalment	Due Date
6 th	31 January 2024
7 th	29 February 2024
8 th	28 March 2024
9 th	30 April 2024
10 th	31 May 2024

(iii) **Professional Diploma in Property Management (PDPM) of CBCC – September 2023 Intake**

Instalment	Due Date
1 st	Before Registration
2 nd	29 September 2023
3 rd	31 October 2023
4 th	30 November 2023
5 th	29 December 2023
6 th	31 January 2024

Instalment	Due Date
7 th	29 February 2024
8 th	28 March 2024
9 th	30 April 2024
10 th	31 May 2024
11 th	28 June 2024
12 th	31 July 2024

(iv) **Master of Corporate Governance (MCG) of CIHE - September 2023 Intake:**

Instalment	Due Date
1 st	Before Registration
2 nd	15 December 2023

Instalment	Due Date
3 rd	15 April 2024
4 th	15 August 2024



3. Students can settle the tuition fees via the following methods:

- Jetco ATM - "Bill Payment"
- Internet Banking - "Bill Payment"
- Payment by Phone Service (PPS)
- Bank Counters of Chiyu Bank (Cash / Cheque)
- Payment on-campus (EPS / Credit Card / AlipayHK / WeChat Pay HK)

For details, please refer to the payment instructions of your payment advice.

Please note that no other payment methods apart from the above will be accepted.

4. A penalty of HK\$300 per instalment will be charged for late payment of tuition fees. A student who does not settle the tuition fees and the penalty for late payment within ten working days after the due date without a prior notification to the College / Institute is considered to be “unofficial withdrawal” from the programme and must seek approval for re-admission to the College / Institute. The student will then be charged a re-admission fee of HK\$100 (applicable to Higher Diploma, Associate Degree, Professional Diploma or Diploma Programmes), or HK\$300 (applicable to Bachelor’s degree Programmes) together with the tuition fees due and penalty.
5. Students are required to pay the tuition fees on time. The College / Institute will contact those students who fail to settle the tuition fees within the prescribed period via various formal means to collect the outstanding payments.
6. Students who have financial difficulties may apply to the Student Affairs Office (SAO) for deferment of payment. Students have to submit an application form together with relevant supporting documents to SAO ten days before the deadline for payment of tuition fees. For details, please contact SAO at 3702 4386.
7. For those students who are considered as “unofficial withdrawal” from the programme, the College / Institute reserves the right of not issuing any academic report, transcript or testimonial to them.
8. Students are NOT required to return the credit advice (i.e. the second copy of the pay-in slip) to the College / Institute upon payment of tuition fees. Instead, students are requested to keep all the copies of credit advice for verification purposes.
9. Unless otherwise stated, all tuition fees paid are **non-refundable** and **non-transferable**.

Should you have any queries, please feel free to contact FEO at 3653 6670 / 3702 4385.

Thank you for your attention.

