

Application for Refund of Tuition Fee / Deposit

Notes to applicants:

1. The original copy of receipt should be submitted together with this application.
2. If your application is approved, the tuition fee/deposit will be refunded by cheque. Please note that:
 - a) A 5% administrative fee will be charged from the refund.
 - b) Cheque will expire in six months from the date printed on it. It should be deposited before the expiry date.
 - c) Expired cheque will not be re-issued.

I. Applicant's Particulars

| | |
|-----------------------|-----------|
| Full Name: | HKID No.: |
| Programme Admitted: | |
| Contact No.: (Mobile) | (Home) |
| Email: | |

II. Reasons

Please state your reason(s) for refund:

III. Refund cheque information

If your application is approved, the refund will be paid by cheque. Please write the payee's name (who should be a bank account holder) clearly in **BLOCK** letters:

IV. Supporting documents

- Offer letter, email or enrolled documents of UGC-funded undergraduate programme / undergraduate programme subsidised under SSSDP
- Copy of HPSHCC payment receipt(s) Copy of HKID card
- Others, please specify: _____

V. Declaration

I have read the "Notes to applicants" above and understand the requirement stated therein.

Signature : _____ Date: _____

VI. For Office Use

| Action | Handled by | Date |
|------------------------------------|------------|------|
| Date received | | |
| Decision : Approved / Not Approved | | |
| Cheque issued on | | |
| Informed student on | | |