



香港城市大學
City University of Hong Kong
專業 創新 胸懷全球
Professional · Creative
For The World



School of Continuing and Professional Education
專業 進修 學院

APPLICATION FORM FOR DEFERRAL OF TUITION FEE PAYMENT

Please complete the application form in **BLOCK** letters. Please refer to the guidance notes for application before completing this form. Completed form with all supporting documents should be submitted in person to CityU SCOPE Reception Counter or Tsim Sha Tsui East Learning Centre at least 1 week before the payment due date. Late submission will not be considered. Incomplete application form will not be processed.

Name in English: Mr / Mrs / Ms * _____
(as shown on HKID Card)

Name in Chinese: _____ Gender: M / F * Date of Birth: _____ (dd/mm/yy)

HKID Card No.: _____ Tel: _____ (Mobile)

Email: _____

Programme Code: _____

Programme Title: _____

Tuition/Course Fee Instalment no. _____ (Final Instalment is not applicable.)

Original Payment Due Date : _____ (dd/mm/yy) Fee Amount: HK\$ _____
as Printed on the Notice of Fee Payment

Justification for Application (please ✓ the box as appropriate)

- I. My family is living on Comprehensive Social Security Assistance Scheme
- II. Other (Please specify your situation, complete the following table and attach relevant supporting documents)

Financial Circumstance

	Name	Present Occupation	Present Monthly Income HK\$	Savings as at today HK\$	Expenditure on home mortgage / rent per month HK\$
a)	Applicant				
b)	Father				
c)	Mother				
d)	Other family members living together				
e)	Spouse (if any)				
f)	Children (if any)				

* Please delete as appropriate.

III. Checklist

Supporting documents to be submitted where appropriate:

- A photocopy of notice of fee payment
- A photocopy of relevant document of Comprehensive Social Security Assistance Scheme
- Income proofs of you and your family members of the same household for the recent 3 months
- Home mortgage loan repayment or rental proof for the recent 3 months
- Medical certificate of the breadwinner
- Other / Please specify:

REMARKS: Application form without adequate information and supporting documents will not be processed.

DECLARATION AND CONSENT:

I declare that the above information is complete and correct and all the required documents have been attached at the time of submission. I understand that any false and misleading information provided may result in disciplinary action by the School.

I authorize CityU SCOPE to handle and use the personal data/information/documentary proofs in this application in accordance with Data Privacy mentioned in the Guidance Notes on Deferral of Acceptance Fee Payment.

Should my application be approved, I undertake to settle the fee(s) on or before the deferred payment due date. If I fail to do so, I understand late charge will be levied on all late payments and my examination results and/or academic transcripts / records will be withheld by CityU SCOPE until all outstanding fees and/or late charges are settled.

Name of Applicant

Signature

Date

Data Privacy

Information provided by applicants will be treated strictly confidential and will be used by the CityU SCOPE for consideration of deferral of fee payment, contact with applicants and other related administrative work only. Application forms and information provided will be kept for a period of no more than one year after applicants' last application of deferral of fee payment.

(For Office Use Only)

Evaluation

Recommended New Payment Due Date _____

Not Recommended

- Approval criteria have not been met Insufficient supporting documents Late application
- The total sum offered by FASP and/or NLSPS exceeds the tuition fee Failed to reply to SCOPE's enquiry

Result

Approved Not Approved Signature _____ Date _____

Other comments, if any, _____