



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 ACCEPTANCE 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.** Successful applicants are **required to pay \$1,000** by the original payment due date.

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: _____

Original Payment Due Date : _____ (dd/mm/yy) Fee Amount: HK\$5,000
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 on or before the deferred payment due date. If I fail to do so, I understand CityU SCOPE will deem the admission offer has been declined by me.

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, _____