



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 (for applicants who have applied for FASP / NLSPS / ENLS)

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

### I. Application Details (please ✓ the box as appropriate)

I have applied for the following financial assistance scheme(s)

<u>Financial Assistance Scheme</u>	<u>Application Result / Status</u>
<input type="checkbox"/> Financial Assistance Scheme for Post-secondary Students (FASP)	<input type="checkbox"/> Application being processed Application submission date: _____  <input type="checkbox"/> Application unsuccessful
<input type="checkbox"/> Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	<input type="checkbox"/> Application being processed Application submission date: _____  <input type="checkbox"/> Application unsuccessful
<input type="checkbox"/> Government Non-means-tested Loan Scheme (ENLS)#	

# ENLS's Receipt Acknowledgement (with no outstanding item) must reach CityU SCOPE within 2 weeks from this application of fee deferral. Otherwise, your application will be declined.

\* Please delete as appropriate.

**II. Checklist**

Supporting documents to be submitted where appropriate:

- A photocopy of notice of fee payment
- A photocopy of
  - o Acknowledgement of receipt from SFO
  - o Notification of results from SFO
  - o Latest correspondence from SFO
- Other / Please specify:

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**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 Tuition 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, \_\_\_\_\_