



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

## GUIDANCE NOTES ON DEFERRAL OF ACCEPTANCE FEE PAYMENT

[Applicants please read these notes before filling the application form]

### Who Can Apply

Those who are admitted to CityU SCOPE full-time non-local degree or full-time advanced diploma programmes can apply for deferral of acceptance fee payment if their families are living on Comprehensive Social Security Assistance Scheme or they have financial difficulty in settling acceptance fee payment due to some exceptional circumstance.

### How to Apply

- To support your application, please submit a completed *Application Form for Deferral of Acceptance Fee Payment* together with photocopies of relevant supporting documents **at least 1 week** before the original payment due date in person to the following locations during office hour:

#### CityU SCOPE Reception Counter

2410, 2/F, Li Dak Sum Yip Yio Chin Academic Building

City University of Hong Kong

Tat Chee Avenue

Kowloon

Office Hours: 9am – 7:30pm (Mon-Fri) / 9am – 2:30pm (Sat)

#### CityU SCOPE Tsim Sha Tsui East Learning Centre

UG203 ChinaChem Golden Plaza

77 Mody Road

Tsim Sha Tsui East

Kowloon

**Notes: Incomplete application form will not be processed. Late submission will not be considered.**

### Notification of Result

- If all required information and relevant supporting documents are provided, normally you will be notified of the result by email within 2 weeks after the submission of application. You may be requested to provide further information and documentary proofs. In that case, the processing time will be longer.
- Successful applicants will still need to pay \$1,000 by the original acceptance fee payment due date. The due date for the balance will be extended by one month or to the day before the commencement of programme, whichever is earlier.
- Unsuccessful applicants will need to pay the acceptance fee by the original payment due date. If the original payment due date has passed when they receive the unsuccessful result, they will need to pay within 5 working days after the date the result is issued.

### Points to Note

- Deferral of acceptance fee payment of a programme will only be considered once.
- A late charge will be levied on all late payments. CityU SCOPE reserves the right to withhold students' admission offer before students settle the outstanding acceptance fees and/or late charges.
- Applicants may be contacted via mobile phone/email/SMS.

### Enquiry

For enquiries, please contact our colleagues at 3442 7423.

### Acknowledgment of Application for Deferral of Acceptance Fee Payment

Name : \_\_\_\_\_

HKID Card No. : \_\_\_\_\_ (Prefix and first 4 digits, e.g.A1234)

Programme Code : \_\_\_\_\_

Programme Title : \_\_\_\_\_

(For Office Use)