



**GUIDANCE NOTES ON DEFERRAL OF TUITION FEE PAYMENT
(for applicants who have applied for FASP / NLSPS / ENLS)**

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

Who Can Apply

Those who are admitted to CityU SCOPE non-local degree or advanced diploma programmes can apply for deferral of tuition fee payment if they have applied for government financial assistance scheme(s) such as FASP / NLSPS / ENLS but their applications are still in process, or their applications have been approved but the applicants are awaiting for the release of grant/loan.

How to Apply

- To support your application, please submit a completed *Application Form for Deferral of Tuition Fee Payment* together with photocopies of relevant supporting documents (e.g. notice of fee payment, application form of FASP/NLSPS/ENLS, acknowledgement of receipt, approval letter and latest correspondence from SFO or any other 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

CityU SCOPE Tsim Sha Tsui East Learning Centre

UG203 ChinaChem Golden Plaza
77 Mody Road
Tsim Sha Tsui East
Kowloon

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

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

- Applicants who intend to apply for ENLS have to provide ENLS’s receipt acknowledgment to CityU SCOPE within 2 weeks after the submission of deferral application. Otherwise, the deferral application will be declined.

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 be given a new fee payment due date in the notification of result.
- Unsuccessful applicants will need to pay all outstanding fees 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 fee payment is not applicable to: (1) the final installment of tuition fee, and (2) re-take/re-assessment fee.
- Deferral of an installment of tuition fee will only be considered once.
- Rejected applications will not be re-considered unless there are new factors of consideration. Applicants are required to submit another application form in this situation.
- A late charge will be levied on all late payments. CityU SCOPE reserves the right to withhold students’ examination result and/or academic transcripts/records before students settle all outstanding 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 Tuition Fee Payment

Name : _____

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

Programme Code : _____

Programme Title : _____

(For Office Use)