



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 TUITION FEE PAYMENT**  
[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 their families are living on Comprehensive Social Security Assistance or they have financial difficulty in settling tuition fee payment due to some exceptional circumstance.

**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, income proofs of you and your family members which show the recent 3 months' income and assets, and medical certificate of the breadwinner) **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.*

**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.

**Acknowledgement 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)