

I. Applicant Particulars

Programme Applied in SFU : _____

[illegible]

() I have enrolled in a local full-time UGC-funded or SSSDP subsidised Bachelor's Degree programme in the 2026-27 academic year. I would like to apply for refund of the enrolment deposit / tuition fee*. (* Delete as inappropriate)

() Other reason(s), please specify: _____

Title of Bachelor's Degree Programme:	Institution Name:

Refund Amount: HK\$ (The full refund is with an administrative fee of HK\$500.)

Bank A/C No.: _____ (Bank Name: _____)

Beneficiary Name: _____

1. Applicant should **provide relevant documents from JUPAS Office, enrolment deposit and/or 1st instalment of tuition fee receipt for the enrolled local (i) full-time UGC-funded Bachelor's Degree programme, or (ii) SSSDP subsidised Bachelor's Degree programme.**
2. Applications without the required documentary proof or received after the stipulated deadline(s) **will not be entertained.**
3. An administrative fee of HK\$500 will be charged.
4. The process of refund, if approved, will take about four weeks.
5. Applicant will be informed of the result via phone / email by FEO.
6. The University reserves the right to refund the collected fees.

Signature: _____ Date: _____

IV. For Office Use Only

Received by: _____ Registry Date: _____

Checked by: _____ Date: _____
Finance & Estates Office

Vetted by: _____ Date: _____
Associate Vice-President (Academic and OA)

Endorsed by: _____ Date: _____
Vice-President (Finance and Institutional Advancement)

V. Finance Office

() Accepted () Not Accepted :

Signature: _____ Date: _____